



TRUCKLOGGER

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Foreword: 3.0

The book you are reading is a user's reference to the TRUCKLOGGER® driver's daily log software program. LOMESS, LLC is providing this book free to all TRUCKLOGGER users to assist them in using the software.

1. Individual User Support

We welcome driver feedback and encourage users to contact the TRUCKLOGGER team via email with any questions or ideas they may have about the product. However LOMESS, LLC does not guarantee a level of individual user support. LOMESS, LLC. sells a license to use the software TRUCKLOGGER, it does not sell user support of any kind for that software.

2. NO PHONE SUPPORT

Although the trucklogger team will make every attempt to assist users who are having difficulties using the software, we DO NOT PROVIDE TELEPHONE SUPPORT of any kind. Drivers who need assistance should email support@trucklogger.com.

Chapter 1. Introduction to TRUCKLOGGER

1.1. Trucklogger Introduction

TruckLogger is a feature-rich electronic hours of service logging solution, offering complete flexibility and control over data entry and reporting. Below is a list of just some of the features TruckLogger provides.

1.1.1. Log Editing

Trucklogger provides several ways for drivers to complete their hours of service log. The following is a list of some of the features trucklogger provides to assist the driver with log editing.

- Point and Click on the log graph to enter duty status.
- Time shift individual or multiple status records.
- Delete individual or multiple status records.
- Auto complete log from previous day.
- Carry over load and manifest records from previous day.
- Create multiple log entries in one dialog
- Convert between Metric and U.S. standard units.
- Calculate driver and vehicle miles from odometer
- In graph violation notifications
- Markers to indicate where start and end of day occurred

1.1.2. Hours of service

Trucklogger allows drivers to change hours of service on the fly for easy log verification of hours. The following is a list of hours of service features available in trucklogger.

- Compatible with U.S. FMCSA 2005 rules
- 60 Hour / 7 Day or 70 Hour / 8 Day logging
- Property carrying vehicle 11 Hr / 14 Hr on duty

- Passenger carrying vehicle 10 Hr / 15 Hr on duty.
- Split sleeper berth
- On screen notification of violations

1.1.3. Log Records

Besides duty status records trucklogger also provides an extensive list of other log entry records to allow drivers to maintain a complete and accurate log of their daily activities. The following is a list of log records available in trucklogger.

- Duty status record
- Fuel record
- Expense record
- Revenue record
- Logs turned in record
- Trip record
- Manifest record
- Maintenance record
- Yard work (hourly work) record
- Odometer record
- Comment record

1.1.4. Affiliation Records

Trucklogger supports a variety driver affiliation records to allow easy completion of log data that doesn't change very frequently. The following is a list of the affiliation records available in trucklogger.

- Carrier record
- Tractor (Power Unit) record
- Trailer (Towed Unit) record
- Co-Driver record

- Driver records (CDL, Medical, Drug test) expiration dates.

1.1.5. DVIR - Driver Vehicle Inspection Report

- Pre and Post trip inspections.
- Place to enter remarks about inspection.
- 12 and 50 Point inspections.
- One button quick completion for satisfactory dvir.

1.1.6. Driver Log Reports

To assist drivers in analyzing their log history trucklogger provides an extensive set of log reports. The following is a list of some of the reports available in trucklogger.

- Days out report
- Distance/Speed report
- Fueling report
- Hours report
- Violations report
- Trips report
- Manifest report
- Printing report
- Profit/Loss report
- All log entries report

1.1.7. Printing and Emailing Logs

Trucklogger provides drivers with the ability to print and email thier daily log for enforcement and company inspection. The following is a list of printing and emailing features available.

- Multiple log and dvir sheet format
- Ability to print multiple off duty days on one log

- Import signature to print on logs
- Print remarks in vertical or horizontal orientation
- Ability to change log background color
- Ability to print custom barcode on certain logs.
- Email logs to multiple email addresses as PDF file

Chapter 2. Installing and Launching Trucklogger®

TRUCKLOGGER® is available for three different operating systems. Each version has its own set of system requirements that you should verify against your computer hardware and operating system before installing or purchasing TRUCKLOGGER®

2.1. Microsoft Windows® XP, Vista

2.1.1. System Requirements

- Memory: 512 MB Minimum (1024 MB recommended)
- Processor: Intel Pentium class 2.0+ GHz
- Screen Size: 1024x600 minimum (1024x768 recommended)
- Windows® XP, Vista
- Sun Java 1.6

Warning

When using a screen with a resolution smaller than 1024x768 some aspects of the program will be altered

Warning

If you have a version of Java 1.6 that is older than update 4 the installer will not update your version, and Trucklogger may not run properly.

Note

The trucklogger installer will try to install Java on your computer for you if its not available already. You can verify if your computer has Java installed by going to this [website](#).

2.1.2. Downloading

Goto the trucklogger [website](#) and download the Windows version of trucklogger
trucklogger-x.x.x.exe.

2.1.3. Installing

After downloading the Windows version of Trucklogger run the file by clicking the Run button. Follow the on screen instructions for each step of the installer see the figures below.

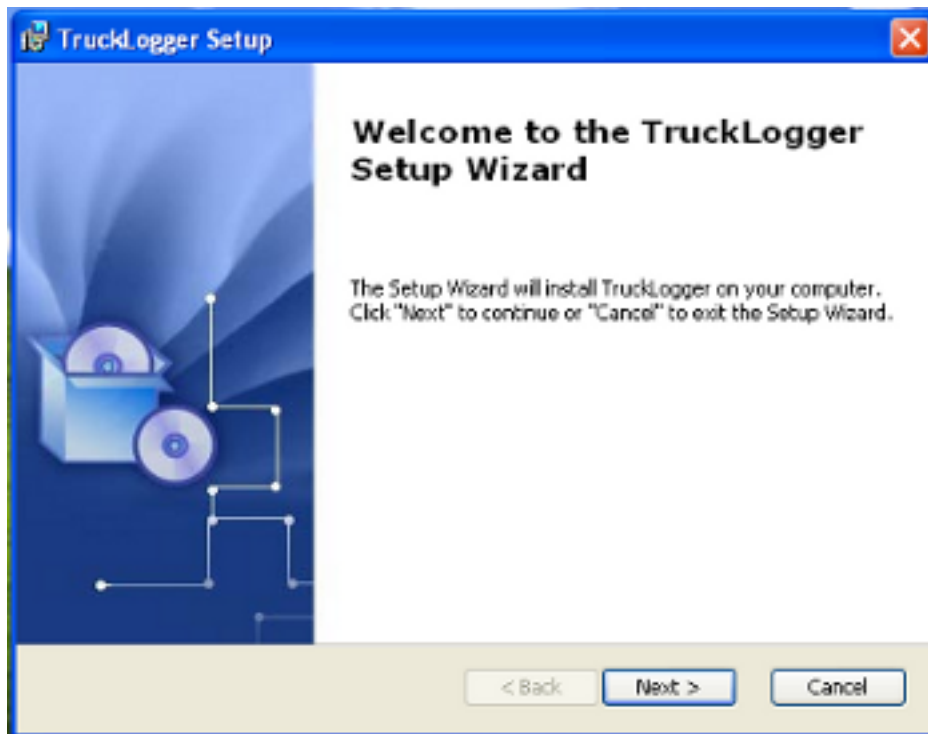


Figure 2.1.

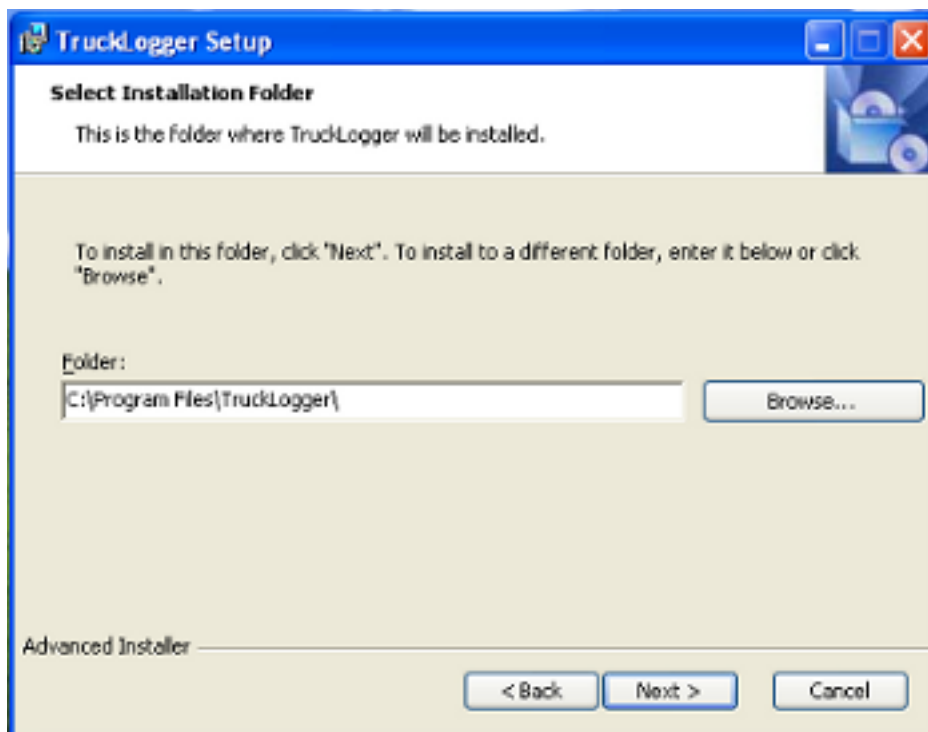


Figure 2.2.

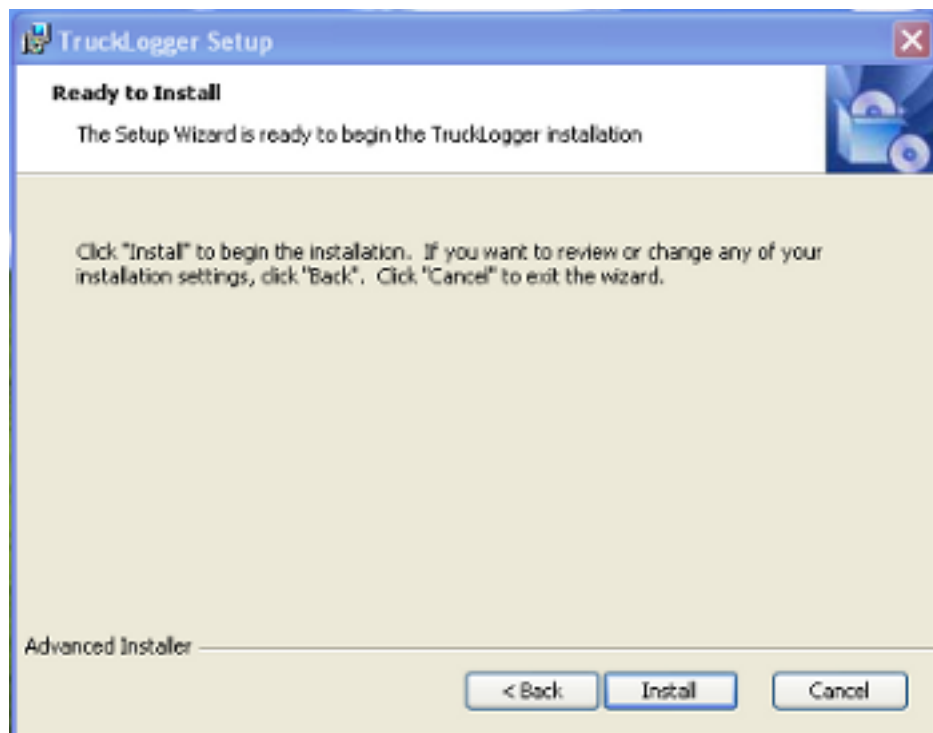


Figure 2.3.

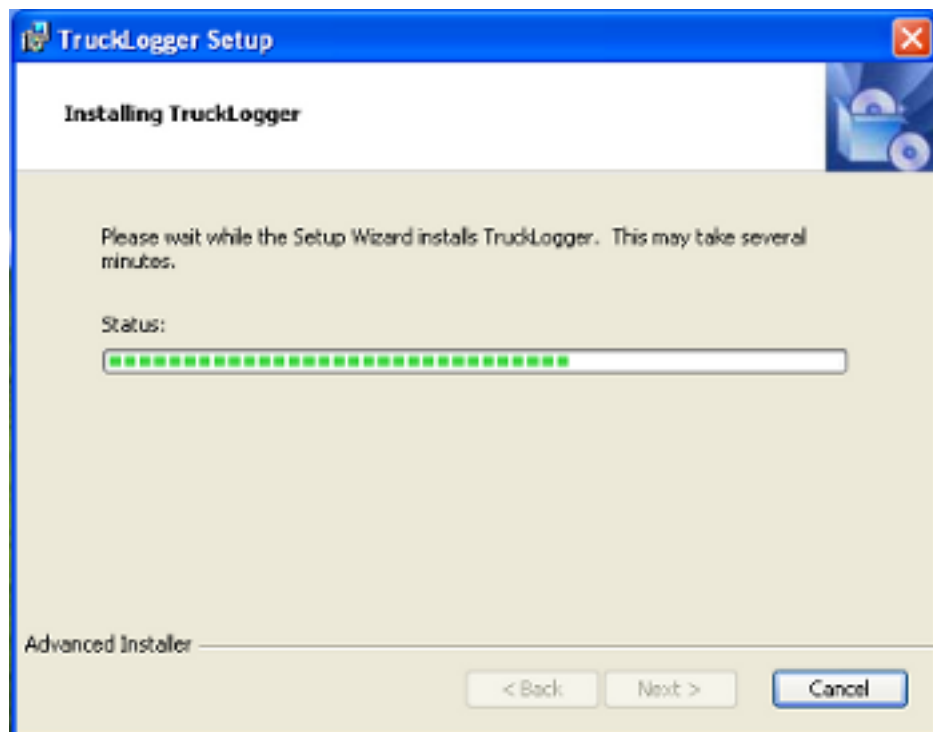


Figure 2.4.

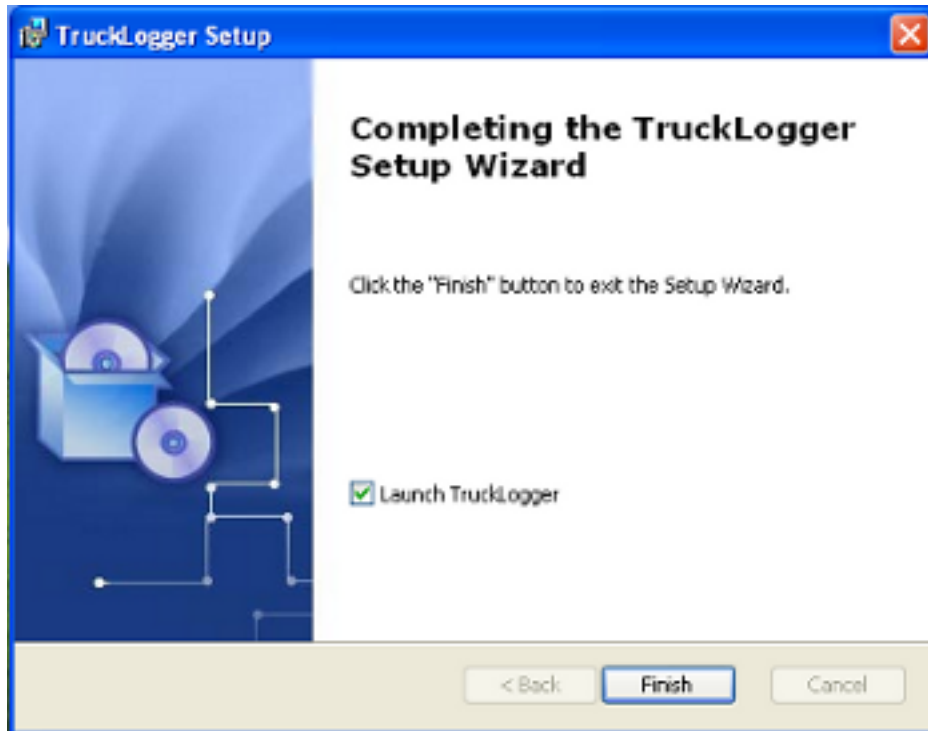


Figure 2.5.

2.2. Apple OS X®

2.2.1. System Requirements

- OS X 10.5+
- Intel 64 bit processor

Warning

Apple hardware with the 32 bit Intel processor will not be able to run trucklogger because Java 1.6 is not available

2.2.2. Downloading

Goto the trucklogger [website](#) and download the Apple OS X version of trucklogger
trucklogger-x.x.x.dmg

2.2.3. Installing

Open the trucklogger DMG file, and copy the contents to the Applications directory on your computer. You can also drag the program to your Dock bar for easy access.

2.3. Linux (Ubuntu, Fedora)

2.3.1. System Requirements

- Memory: 512 MB Minimum (1024 MB recommended)
- Processor: Intel Pentium class 2.0+ GHz
- Screen Size: 1024x600 minimum (1024x768 recommended)
- Linux: Ubuntu / Redhat / Fedora
- Sun Java 1.6

Warning

When using a screen with a resolution smaller than 1024x768 some aspects of the program will be altered

Note

Trucklogger may run on other Linux distributions, but has not been tested on all Linux distributions.

Note

You can verify if your computer has Java installed by going to this [website](#).

2.3.2. Downloading

Goto the trucklogger [website](#) and download the Linux version of trucklogger
trucklogger-x.x.x.bin.

2.3.3. Installing

After the download of the Linux version of Trucklogger complete the following steps to install the program.

1. Open a terminal window Applications->Accessories->Terminal
2. cd to the directory containing the downloaded installer
3. execute **chmod a+x trucklogger-x.x.x.bin**
4. execute **./trucklogger-x.x.x.bin**
5. Follow the onscreen instructions for each step of the installation.

2.4. Starting Trucklogger

To start Trucklogger double click the Trucklogger icon that is located on your desktop, or in your Applications / Program Files folder.

2.5. User Accounts

The first time you launch Trucklogger you will be asked to login. You must have an active Internet connection to do this. You will only need to do this one time, subsequent launches of the program will not require a Internet connection. The program can be run with the demo user account (with some limitations) or with a registered user account for full access.

2.5.1. Demo User

If you have not or do not want to register for a trucklogger account you can run the program as the demo user. To run the program as the demo user click the Evaluate button on the login screen. See Figure 2.6, “Trucklogger Login” #4

Warning

All data entered while running the program as a demo user will be deleted when you close the program.

2.5.2. Registered User

If you have registered for a Trucklogger user account then you need to enter in the same username and password you used when you created the account. Then click the Login button on the login screen. See Figure 2.6, “Trucklogger Login” #1, #2, #3

Username and passwords are case-sensitive. You must enter in these values with the exact same capitalization you used when you registered.

Important

Your trucklogger username is NOT your email address.



The image shows the TruckLogger login window. At the top left is a red semi-truck icon. To its right, the text 'TruckLogger' is displayed in a large, bold, sans-serif font, with 'A Product of LOMESS, LLC.' in a smaller font below it. Below the header, there are three paragraphs of instructional text. The first paragraph asks the user to enter their 'Login Name' and 'Password'. The second paragraph offers an evaluation mode or registration option for new users. The third paragraph reminds the user to have an active internet connection. Below the text, there is a yellow padlock icon to the left of two text input fields. The first field is labeled 'Login Name' and has a circled '1' next to it. To its right is a blue 'Register' link. The second field is labeled 'Password' and has a circled '2' next to it. To its right is a blue 'Forgot Password?' link. At the bottom, there are three buttons: a 'Login' button with a green arrow icon and a circled '3', an 'Evaluate' button with a thumbs-up icon and a circled '4', and an 'Exit' button with a red X icon and a circled '5'.

TruckLogger
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Please enter your trucklogger.net 'Login Name' and 'Password'.

If you do not already have a trucklogger.net account you can run TruckLogger in evaluation mode, or register for an account.

Please make sure you have an active Internet connection before you attempt to 'Login'.

Login Name [Register](#)

Password [Forgot Password?](#)

Figure 2.6. Trucklogger Login

- ❶ Textfield to enter your Trucklogger username.
- ❷ Textfield to enter your Trucklogger password.
- ❸ Start and run the program as the demo user.
- ❹ Authenticate the provided username/password and start the program.
- ❺ Exit the program

2.6. Purchasing a License

After evaluating the software for 60 days if drivers decide that they would like to purchase a commercial license to continue using the TRUCKLOGGER software they should follow the steps below.

1. Log into the TruckLogger website with the username and password you created.
2. Click the 'Store' link at the top of the page
3. Click the 'Add To Cart' button underneath the 'Commercial License'.
4. Click the 'Checkout' button
5. Enter your Name and Address information
6. Click the 'Review Order' button
7. Click the 'Submit Order' button
8. At this point you should be at the Paypal website. If you have a Paypal account associated with the email address you used to checkout, then Paypal will ask you to Login, other wise it will provide a place for you to enter your credit card information without logging in.
9. Start the TruckLogger application, and click the "Help->Install License" menu. This will bring up a dialog asking you to enter in your username and password. Once you do that the license will be installed.

Chapter 3. Application Navigation

The TruckLogger application has five major types of user navigation that is used throughout the application. We will reference these navigation types repeatedly throughout the rest of this book so drivers should familiarize themselves with each navigation type before proceeding. The list of navigation types are described below.

3.1. Menu Bar

The menu bar is located at the top of the TruckLogger screen. This bar contains three menus File, Edit, and Help. See Figure 3.1, “Navigation Menu Bar”



Figure 3.1. Navigation Menu Bar

3.1.1. File Menu

The File menu contains several menu items that are important to the day - to - day use of the application. Descriptions of these menu items are listed below.

- File → Enforcement View - this action will open the law enforcement view. For more information see Chapter 7, *Printing, Emailing and Enforcement View of Logs*
- File → Print Logs - this action will open the print log dialog to allow drivers to print their logs. For more information see Chapter 7, *Printing, Emailing and Enforcement View of Logs*
- File → Email Logs - this action will open the email log dialog to allow drivers to email their logs as a PDF attachment to valid email addresses. For more information see Chapter 7, *Printing, Emailing and Enforcement View of Logs*
- File → Switch Driver - this action will open the dialog to allow users to switch to the log data for another valid user account. For more information see Section 3.1.1.1, “Switching to a different driver account”
- File → Synchronize Logs - this action will open the dialog to allow users to remotely backup and synchronize their logs between multiple trucklogger installations on different computers. For more information see Section 10.1, “Remotely backing up and synchronizing logs”
- File → Backup Manager - this action will open the backup manager dialog which allows drivers to change the settings for making automatic or manual backups of driver logs, and restoring the logs to a previous backup. For more information see Section 10.2, “Making a

local backup of the logs” and Section 10.3, “Restoring logs from a local backup”

3.1.1.1. Switching to a different driver account

In a team environment two drivers may share the same computer and installation of trucklogger to complete their daily logs. To do this the drivers will need to switch back and forth between their different user accounts depending on which driver is filling out their logs. To switch to a different driver account follow the steps below.

Note

A separate user account and License is require for each individual driver who uses the program regardless of whether they are sharing a laptop with another driver.

1. Click the File → Switch Driver menu item, and wait for the Figure 3.2, “Switch Driver Dialog”

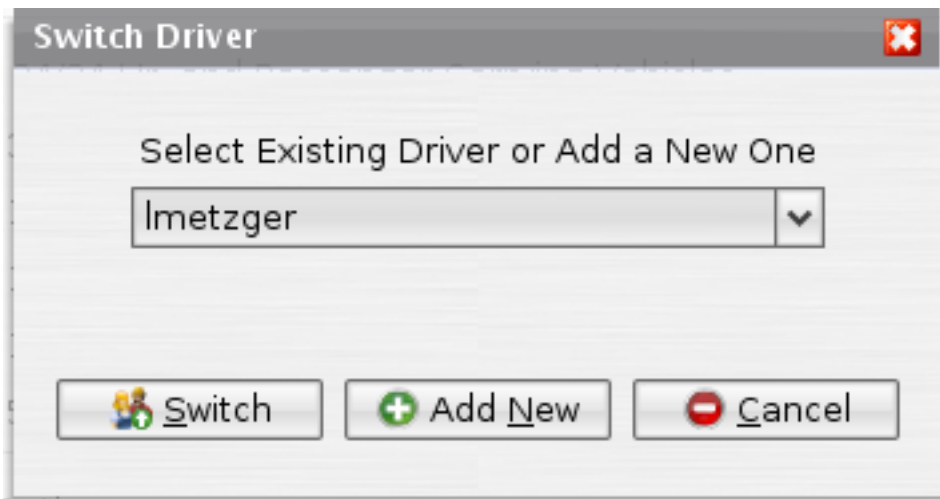


Figure 3.2. Switch Driver Dialog

2. If you have previously installed the license for the other driver into this installation of TruckLogger then you should see that username in the drop down list of existing usernames and you can follow step "a". Otherwise you will need to add the user account to this installation of TruckLogger and should follow step "b"
 - a. Select the user name that you want to switch to from the list of existing user accounts and then click the Switch button.
 - b. Click the Add New button and wait for the TruckLogger authentication screen to appear. Then enter in the username and password for the other drivers account and click the Login button.

3.1.2. Edit Menu

The Edit menu contains several menu items that are typically useful when editing text. These menu items will only be enabled when a textfield in the application has focus. Descriptions of each Edit menu item are list below.

- Edit → Cut - deletes the highlighted text and stores it in the copy buffer.
- Edit → Copy - copies the highlighted text and stores it in the copy buffer.
- Edit → Paste - inserts the contents of the copy buffer into the selected textfield.
- Edit → Select All - highlights all of the text located in the selected textfield.

3.1.3. Help Menu

The Help menu has three purposes it provides a place for drivers to install a purchased license and update their profile, contact technical support, and also access the help documentation provided in the program. An itemized list of each of the Help menu items is provided below.

- Help → Check For Updates - this action will open up the in application update dialog and check for application updates. Users can also revert the application to a previous version through the update dialog. See Section 3.1.3.1, “Updating the application” and Section 3.1.3.2, “Reverting to a older application version”.
- Help → Install License or Help → Update Profile - if you registered for a 60 day trial and then later purchased a license and you need to install it use the the "Install License" menu. If you have already purchased the license and later added on the Subscription Service then use the "Update Profile" menu item to add the extra feature to your account. Section 3.1.3.3, “Installing a License or Updating a Profile”
- Help → Email Tech Support - this action will open up your default email client with a message prepared to send to <support@trucklogger.com>. Only use this support feature if you have a question about how to use the program. If you are experiencing a problem or bug with the program then use the Help → Report A Problem menu.
- Help → Report A Problem - this action will submit a bug report to the TruckLogger support team along with any error messages that your installation of the program may be generating internally. See Section 3.1.3.4, “Submitting a Bug Report”
- Help → Help Contents - this action will open this book in a separate navigation window.
- Help → About TruckLogger - this action will open a window with information about the installed software such as the version number of the installation.

3.1.3.1. Updating the application

Users can always update the application by going to the TruckLogger website and downloading and running the latest version of the TruckLogger installer see Chapter 2, *Installing and Launching Trucklogger®* .

TruckLogger also provides in application updates for minor updates of the application. Users can get these minor application updates when available by following the steps below.

1. Click the Help → Check For Updates menu item and wait for the update dialog to appear see Figure 3.3, “Update Dialog”



Figure 3.3. Update Dialog

2. Click the Update Now button. If no updates are available this button will be disabled and not clickable.
3. Wait for the update to download and install, and then restart the program as directed by the on screen instructions.

3.1.3.2. Reverting to a older application version

When a user has applied a minor application update through the in application update process

described here Section 3.1.3.1, “Updating the application” they have the ability to revert back to a previous version of the application if they are not happy with the update changes. To revert back to a previous version of the application follow the steps below.

Warning

This feature is intended for expert users and is not something that the ordinary user of the program should consider doing.

1. Click the Help → Check For Updates menu item and wait for the update dialog to appear see Figure 3.3, “Update Dialog”
2. Click the blue Previous Versions link just under the "Current Version" on the update dialog, and wait for the previous versions dialog to appear see Figure 3.4, “Update Dialog”.



Figure 3.4. Update Dialog

3. When the previous versions dialog appears select the previous version your want to revert your installation to from the box list of previous versions. If there are no previous versions listed then you will not be able to revert your application.
4. Click the Revert button and wait for the application to revert to a previous version, then restart the application as directed by the on screen instructions.

3.1.3.3. Installing a License or Updating a Profile

If a user has been running the program on a 60 day trial license and has recently purchased a Commercial License or they have previously installed a Commercial License and recently purchased the Subscription Service they should follow the steps below.

Procedure 3.1. Installing a Commercial License

1. Click the Help → Install License menu item and wait for the install license dialog to appear see Figure 3.5, “Update Profile Dialog”
2. In the install license dialog box enter in your TruckLogger username and password, and then click the Install License button.

Note

You must have your computer connected to the Internet, and use the same username/password that you used when you purchased the Commercial License for this process to work.

Warning

Do not attempt to install a license using the username/password for a different account than the one you are currently running program as. This will cause the license installation to fail.

Procedure 3.2. Updating a Profile for the Subscription Service

1. Click the Help → Update Profile menu item and wait for the update profile dialog to appear see Figure 3.5, “Update Profile Dialog”.



Figure 3.5. Update Profile Dialog

2. In the update profile dialog box enter in your TruckLogger username and password, and then click the Update Profile button.

3.1.3.4. Submitting a Bug Report

If you experience behavior in the application that you feel is incorrect or inconsistent, or a particular feature of the application stops working then users are encouraged to file a bug report with the truckLogger support team by following the steps below. After submitting a bug report you will receive a automatically generated email notifying you that the report was submitted and you should hear from someone in the TruckLogger support team via email shortly.

1. Click the Help → Report a Problem menu item and wait for the bug report dialog to appear, see Figure 3.6, “Bug Report Dialog”.

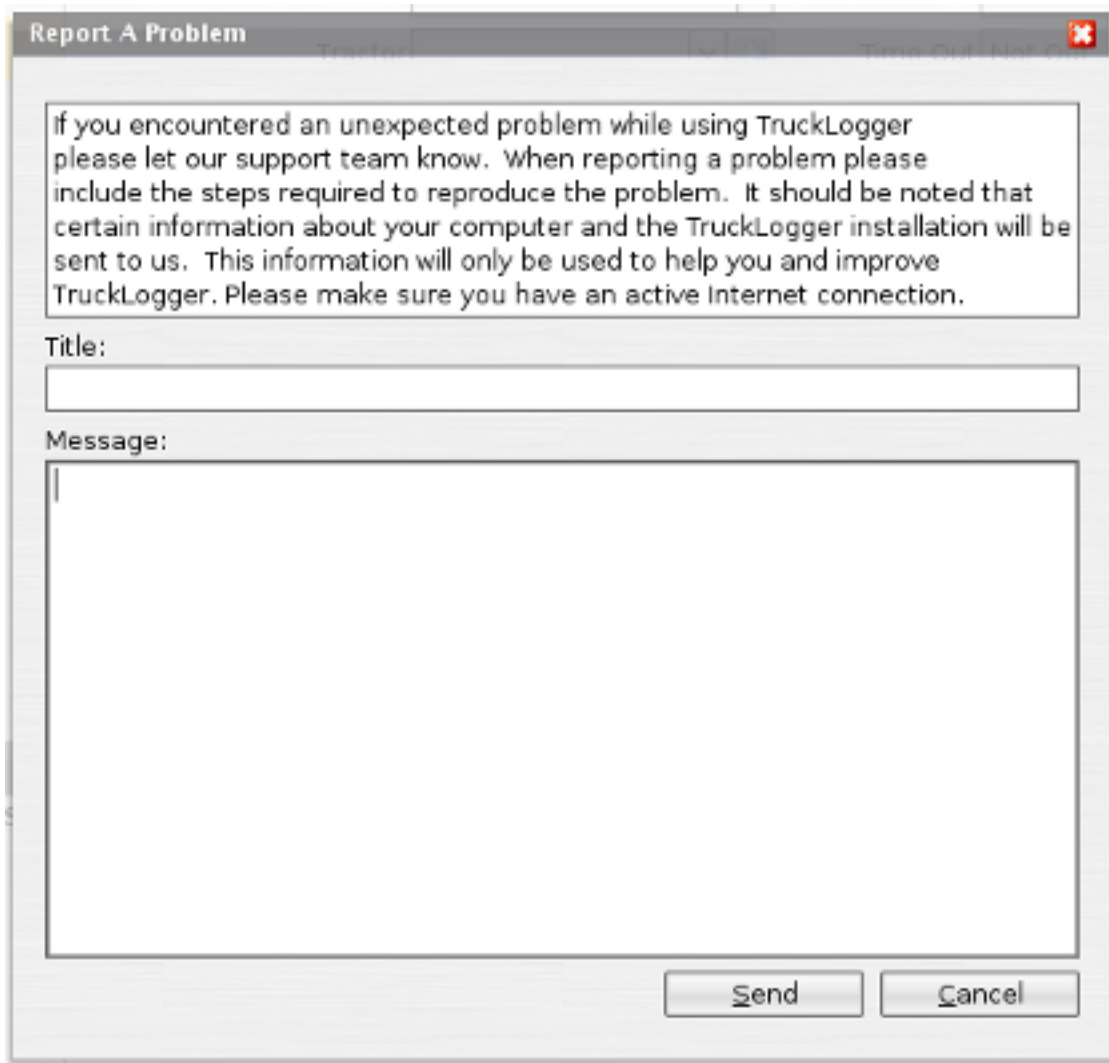


Figure 3.6. Bug Report Dialog

2. Enter in a title or subject for this bug report. (Ex. "Can not print logs").
3. Enter in a description of the problem. This is the most important step to help us better

understand the problem that you are experiencing please follow the rules listed below when providing your description of the problem.

- a. Be specific - If you can do the same thing two different ways, state which one you used. "I clicked Print Logs" might mean "I clicked the Print Logs Dock Item" or "I clicked the Print Logs menu item". Say which you did. Sometimes it matters.
- b. Be verbose - Give more information rather than less. If you say too much, the support team can ignore some of it. If you say too little, they have to come back and ask more questions.
- c. Be careful of pronouns - Don't use words like "it", or references like "the window", when it's unclear what they mean. Instead use descriptions like "The Print Preview Window".

3.2. Screen Navigation

The screen navigation is located on the left side of the TruckLogger application. There are seven screens available for selection by the driver from the screen navigation panel see Figure 3.7, "Screen Navigation Panel".

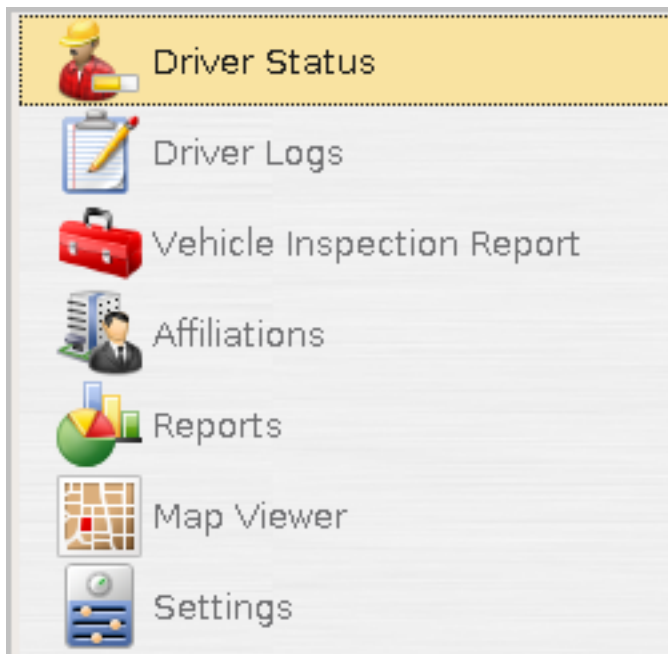


Figure 3.7. Screen Navigation Panel

- Driver Status - A dashboard screen that provides a quick view of the drivers current hours of service status. For more information about this screen see Chapter 4, *Driver Status View*.
- Driver Logs - The screen where drivers will enter all of their daily log records including

duty status. For more information about this screen see Chapter 5, *Driver Log View*

- **Vehicle Inspection Report** - The screen where drivers will fill out their daily vehicle inspection report with any equipment defects found on the commercial vehicle that they are operating. For more information about this screen see Chapter 6, *Driver's Vehicle Inspection Report*
- **Affiliations** - This is the screen where the driver will fill out their affiliation records. Affiliations are records associated with a driver that do not change frequently. Such as equipment, carriers, customers, and co-drivers. For more information about these records see Section 5.1, "Drivers Log (Affiliations Section)".
- **Reports** - This screen is where drivers will go to generate reports about data that they have logged within the program. For more information about the reports that can be generated see Chapter 8, *Driver Reports*
- **Map Viewer** - This screen is where drivers can get a map view of the world, and display logged data on the map viewer to show a geographical version of the log information that the drivers have entered. For more information about the map viewer see Chapter 9, *GPS Support and Map Viewing*
- **Settings** - This screen is where drivers can customize the application to meet their personal needs. For more information about individual settings contained within the application see Chapter 11, *Application Settings*.

3.3. Sub-Screen Navigation

Three of the main navigation screens mentioned above Affiliation, Reports, and Settings have Sub-Screen Navigation items. These sub-screen navigation items are located in a horizontal bar that runs across the top of the screen when these particular screens are selected. See Figure 3.8, "Sub-Screen Navigation Bar"



Figure 3.8. Sub-Screen Navigation Bar

3.4. Dock Bar Navigation

The dock bar is located at the bottom of the application and provides quick access to some of the most commonly performed actions which are listed below. See Figure 3.9, “Dock Bar”



Figure 3.9. Dock Bar

3.5. Date Navigation

Since the date is such an important part of a logging application TruckLogger provides two places for drivers to quickly change the log date. The first one is a month view calendar located at the lower left corner of the screen. The second is a drop-down date picker located at the upper right corner of the screen. See Figure 3.10, “Date Navigation”



Figure 3.10. Date Navigation

Chapter 4. Driver Status View

The driver status view gives drivers a quick dashboard overview of the number of on duty hours a driver has utilized, and how many are remaining. See Figure 4.1, “Driver Status View” for details about the driver status view.

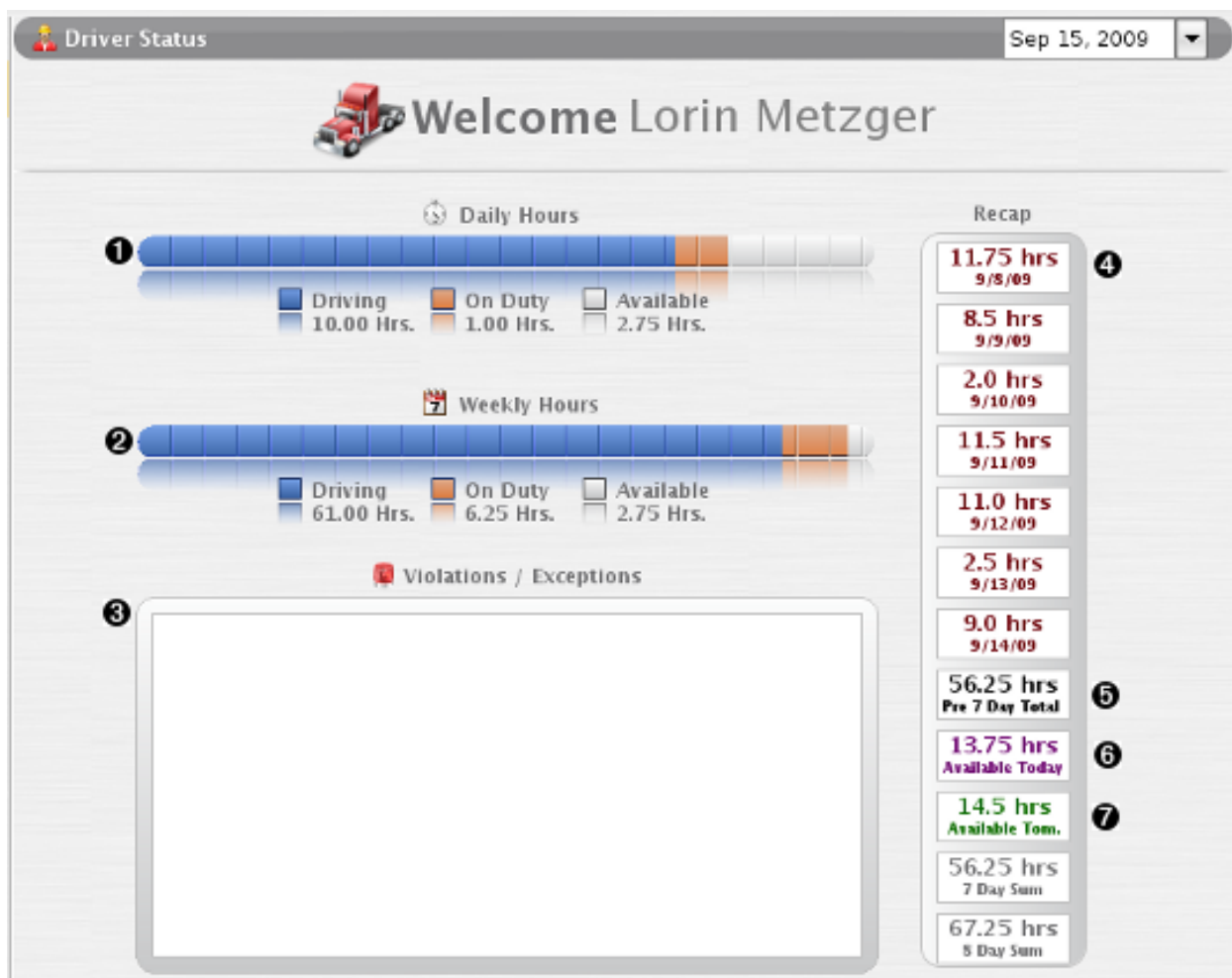


Figure 4.1. Driver Status View

- ❶ This status bar shows the hours the driver has been driving (blue), or On Duty Not Driving (orange) for the selected date. The number of on duty hours still available to the driver will be shown in (white).
- ❷ This status bar shows the hours the driver has been driving (blue), or On Duty Not Driving (orange) for the previous 7 / 8 days prior to the selected date, plus the hours of the selected date. The number of on duty hours still available to the driver in their weekly period is shown in (white).
- ❸ Violations, and rule exceptions for the selected date will be displayed in this box.
- ❹ The previous 7 days of on duty hours are listed in chronological order in the first boxes of

the Recap.


Note

If drivers have the "Zero recap after 34 hour reset" setting enabled. The previous 7 day total will have 0.00 after a 34 hour restart has occurred even though the driver may have been on duty during those days.

- ⑤ This Recap box shows the total on duty hours from the previous 7 day on duty total.
- ⑥ This Recap box shows the total on duty hours that are available to be used on the selected date.
- ⑦ This Recap box shows the total on duty hours available to the driver for the date following the selected date (Tommorrow).

4.1. Changing recap font color

To allow drivers to make a more visually differentiating view of the recap values Trucklogger provides a way to change the color of the Recap and Violations text. To change the font color follow the steps below.

1. Make sure you have Trucklogger running with the "Driver Status" screen selected.
2. Move your mouse to hover over the right top corner of the box whose font color you want to change until the following color selector icon appears. . Once the icon appears click it with your left mouse button, and wait for the color chooser dialog See Figure 4.2, "Font Color Chooser".

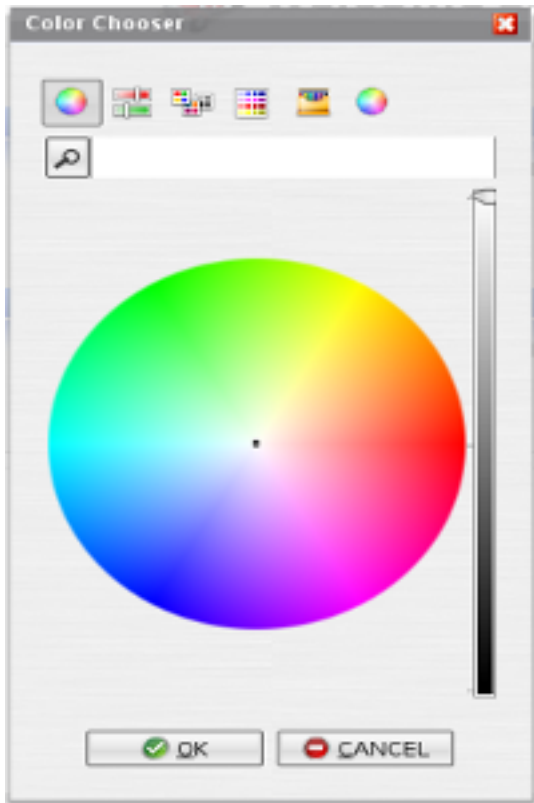


Figure 4.2. Font Color Chooser

3. Select the desired color from the color chooser dialog, and click the OK button. If you decide you don't want to change the color click the Cancel button.

4.2. Viewing details of Recap

Trucklogger allows a driver to view the details of each individual day on the recap. To view the details of the recap follow the steps below.

1. Make sure you have Trucklogger running with the "Driver Status" screen selected.
2. Move your mouse to the center of one of the Recap boxes.
3. Don't move your mouse at all and wait 5 seconds for the recap details box appears see Figure 4.3, "Recap Details"

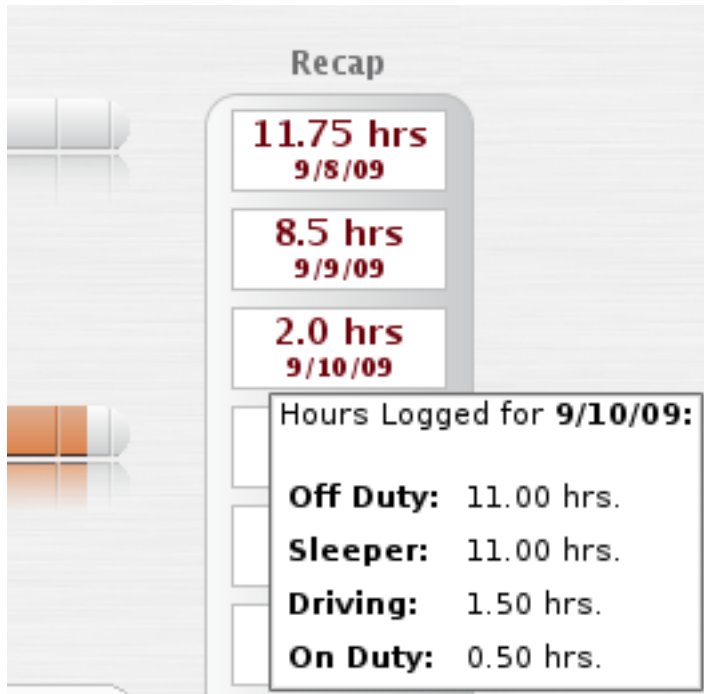


Figure 4.3. Recap Details

4.3. Zero recap after 34 Hour restart

Some hours of service regulations allow drivers to restart their weekly on duty period by taking a 34 hour restart. Certain drivers may want their previous days on duty recap on the Figure 4.1, "Driver Status View" to be zero'ed out after one of these reset periods has taken place. To enable the zero recap after 34 hour restart follow the steps below.

1. Make sure you have Trucklogger running with the "Driver Settings" navigation item selected.
2. Select the "HOS" settings navigation item located at the top of the settings screen see Figure 4.4, "Settings Navigation Bar (HOS)"

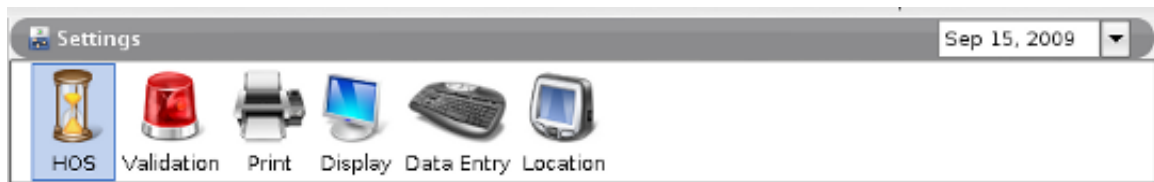


Figure 4.4. Settings Navigation Bar (HOS)

3. Select the "Zero all on duty hours in recap after a 34 hours restart" checkbox see Figure 4.5, "Zero Recap Settings".

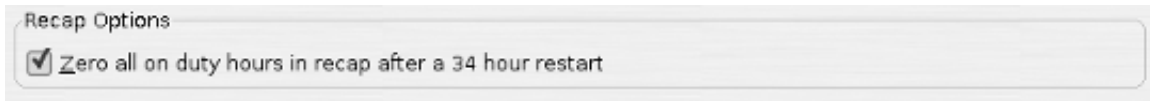


Figure 4.5. Zero Recap Settings

4.4. Viewing 7 or 8 day totals

Some drivers expressed an interest in seeing their total on duty hours over the course of a 7 or 8 day period regardless of whether they had taken a 34 hour restart see Figure 4.1, "Driver Status View", the last two boxes on the recap are the 7 and 8 day totals. To enable these boxes on the recap follow the steps below.

1. Make sure you have Trucklogger running with the "Driver Settings" navigation item selected.
2. Select the "HOS" settings navigation item located at the top of the settings screen see Figure 4.6, "Settings Navigation Bar (Display)"



Figure 4.6. Settings Navigation Bar (Display)

3. Under the "Recap View Settings" select the "Weekly Summation" option see Figure 4.7, "Settings Navigation Bar (Display)"

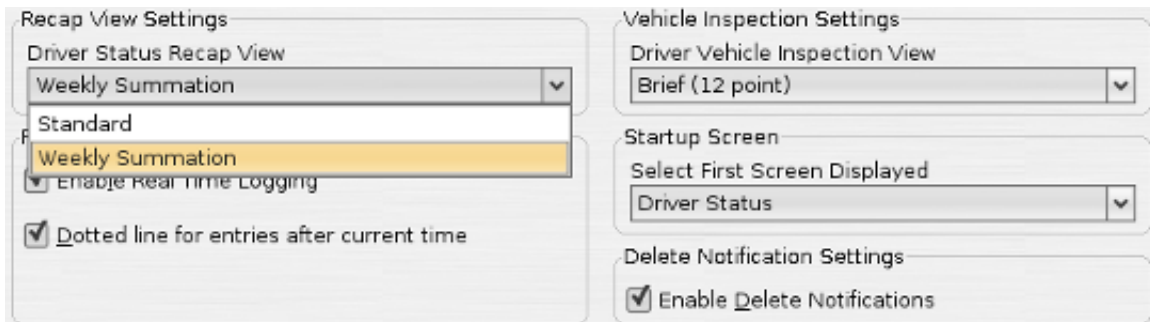


Figure 4.7. Settings Navigation Bar (Display)

Chapter 5. Driver Log View

The driver's log view is where drivers will complete their daily log hours of service each day. The driver log screen is divided into three sections. The top section deals with the drivers affiliations. The second section provides a list view of all the duty status and log entries that the driver has entered for that day. And the third section has a complete log graph where drivers can quickly view and edit their duty status.

5.1. Drivers Log (Affiliations Section)

The driver's log affiliations section provides a place for drivers to associate such things as Carrier, Tractors, Trailers, and Co-Drivers to their daily log. See Figure 5.1, “Daily Log Affiliations” for a detail view of the affiliations section.

The screenshot shows a web application window titled "Driver Logs" with a date selector set to "Sep 15, 2009". Below the title bar, there are two columns of form fields. The left column contains: "Carrier" (dropdown 1), "Tractor" (dropdown 3), "Trailer One" (dropdown 5), "Trailer Three" (dropdown 7), and "Driver Miles" (odometer-style input 9). The right column contains: "Codriver" (dropdown 2), "Time Out" (dropdown 4, currently showing "Not Out"), "Trailer Two" (dropdown 6), "Trailer Four" (dropdown 8), and "Vehicle Miles" (odometer-style input 10). Each dropdown menu has a small number in a circle next to it. Each odometer-style input has a small calculator icon to its right.

Figure 5.1. Daily Log Affiliations

- ❶ The carrier box is where you will select the carrier that you are logging for. Although you can not create two separate logs for two separate carriers, you can very easily print one log with a selected carrier, and then switch to the other carrier.
- ❷ The codriver box is where you will select which Co-Driver you have worked with during the course of the selected date.
- ❸ The tractor box is where you will select which truck or power unit that you operated during the course of the selected date. If you operated multiple tractors you can enter those by changing multi tractor settings see Section 5.1.1.1, “Enable Multiple Tractor Logging”.
- ❹ This field is used to calculate your Days Out reports. It allows you to select what fraction of the day that you were considered "Over the Road" for purposes of calculating your yearly per diem.
- ❺❻❼❽ There are four fields for selecting which trailers (towed units) that the driver used throughout the course of the selected date. This will allow drivers to easily log multiple drop and hooks.
- ❾ This field allows drivers to enter in their total miles driven throughout the course of the selected date. There is also a calculator available to assist driver's in totaling their miles for the day see

To change the miles calculation mode for driver and vehicle miles calculation follow the steps below.

1. Make sure the trucklogger program is running and the "Settings" screen is selected.
2. Select the "Data Entry" sub-screen navigation item.
3. Under "Log Miles Calculation Settings" for mode 1 make sure the check box "Calculate Miles from Duty Status Odometer Reading" is not checked. For mode 2 make sure the "Calculate Miles from Duty status Odometer Reading" is checked. See Figure 5.17, "Odometer Calculation Settings".



Figure 5.17. Odometer Calculation Settings

. There is also a setting available to allow drivers to type in the mileage.

- ⑩ This field allows drivers to enter in their total vehicle miles driven throughout the course of the selected date. Unless driving with a Co-Driver this field should be the same as the driver miles field or else left blank. Like the driver's miles field there is also a calculator available to assist driver's in totalling their vehicle miles for the day see

To change the miles calculation mode for driver and vehicle miles calculation follow the steps below.

1. Make sure the trucklogger program is running and the "Settings" screen is selected.
2. Select the "Data Entry" sub-screen navigation item.
3. Under "Log Miles Calculation Settings" for mode 1 make sure the check box "Calculate Miles from Duty Status Odometer Reading" is not checked. For mode 2 make sure the "Calculate Miles from Duty status Odometer Reading" is checked. See Figure 5.17, "Odometer Calculation Settings".

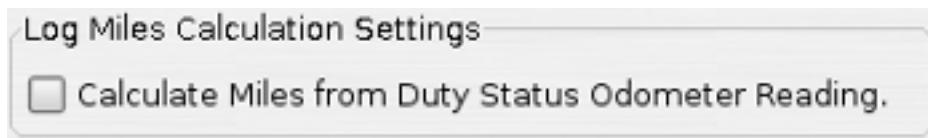


Figure 5.17. Odometer Calculation Settings

. There is also a setting available to allow drivers to type in the mileage.

5.1.1. Creating And Selecting Tractors

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Tractors" affiliations navigation item see Figure 5.2, "Tractors Navigation Item".



Figure 5.2. Tractors Navigation Item

3. Click the New button and wait for the tractor dialog to appear see Figure 5.3, "Tractor Dialog" for a description of each of the fields.

Figure 5.3. Tractor Dialog

- ❶ A unique number that is assigned to this tractor. This could be the vehicle number assigned by the company owning the truck. This field is required.
- ❷ A display name (nickname) given to this tractor. This field is not required.
- ❸ The vehicle make i.e. (Mack, International, Kenworth, etc). This field is not required.

- ④ The vehicle model i.e. (Vision, etc). This field is not required.
 - ⑤ The license plate number of the truck. This field is not required.
 - ⑥ Any additional comments the driver may want to enter about this vehicle.
4. After completing all the fields click the Save button.
 5. Select the "Driver Logs" screen, and select the tractor from the list of tractors in the tractor field see Figure 5.1, "Daily Log Affiliations" #3.

Note

You can also create a new tractor by clicking the New Tractor item in the tractor field list, which will display the Figure 5.3, "Tractor Dialog".

5.1.1.1. Enable Multiple Tractor Logging

Although it is disabled by default Trucklogger does support logging multiple tractors on a single days log. To enable this feature follow the steps below.

Procedure 5.1. Changing multi-tractor settings.

1. Select the "Settings" screen under "Driver Navigation".
2. Select the "Data Entry" settings navigation item located at the top of the settings screen see Figure 5.4, "Data Entry Settings"



Figure 5.4. Data Entry Settings

3. If you want to enable multiple tractor log entry then you should check the "Enable Multiple Truck Entries" box see Figure 5.5, "Multiple Truck(s) Settings"

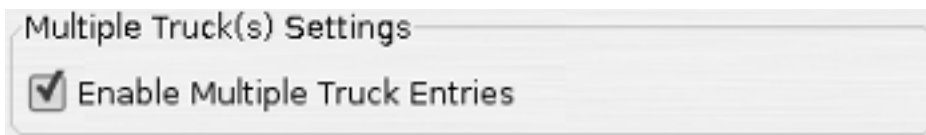


Figure 5.5. Multiple Truck(s) Settings

4. After enabling "Multiple Truck Entries" go back to the "Driver's Log" screen see Figure 5.1, "Daily Log Affiliations" #3. A new button will appear to the right of the "Tractor" box. Clicking this button will display a pop-up which will allow the driver to

select up to two additional "Tractor" power units.



5.1.2. Creating And Selecting Trailers

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Trailers" affiliation navigation item see Figure 5.6, "Trailers Navigation Item".

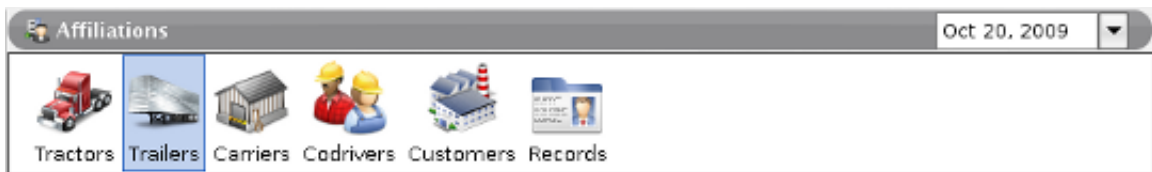


Figure 5.6. Trailers Navigation Item

3. Click the New button and wait for the tractor dialog to appear see Figure 5.7, "Trailer Dialog" for a description of each of the fields.

A screenshot of the "Trailer" dialog box. The dialog has a title bar with "Trailer" and a close button. It contains six input fields, each with a circled number: 1. Trailer Number (with a red exclamation mark icon to its right), 2. Trailer Name, 3. Make, 4. Model, 5. License Plate, and 6. Comments (a larger text area). At the bottom of the dialog are two buttons: "Save" with a green checkmark icon and "CANCEL" with a red minus icon.

Figure 5.7. Trailer Dialog

- ❶ A unique number that is assigned to this trailer. This could be the vehicle number assigned by the company owning the trailer. This field is required.
 - ❷ A display name (nickname) given to this trailer. This field is not required.
 - ❸ The trailer manufacturer i.e. (Trail King, etc). This field is not required.
 - ❹ The trailer manufacturer model i.e. (X11, etc). This field is not required.
 - ❺ The license plate number of the trailer. This field is not required.
 - ❻ Any additional comments the driver may want to enter about this trailer or towed unit.
4. After completing all the fields click the Save button.
 5. Select the "Driver Logs" screen, and select the trailer from the list of trailers in the trailer #1, #2, #3, or #4 fields see Figure 5.1, "Daily Log Affiliations" #5, #6, #7, #8.

Note

You can also create a new trailer by clicking the New Trailer item in the trailer field list, which will display the Figure 5.7, "Trailer Dialog".

5.1.3. Creating And Selecting Carriers

Carrier records identify a motor carrier that a commercial driver works for. To create new carrier records follow the steps below.

Procedure 5.2. Creating a new carrier record

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Carrier" affiliations navigation item see Figure 5.8, "Carrier Navigation Item".

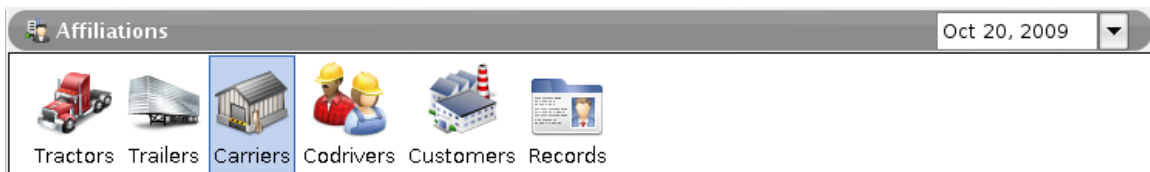




Figure 5.8. Carrier Navigation Item

3. Click the New button and wait for the carrier dialog to appear see Figure 5.9, "Carrier Dialog" for a description of each of the fields.

The image shows a 'Carrier' dialog box with the following fields and controls:

- Company Name** (1): A text input field.
- Driver Id** (2): A text input field.
- Alternate Id** (3): A text input field.
- Main Office Address** (4): A text input field with a small edit icon (pencil) to its right.
- Terminal Address** (5): A text input field with a small edit icon (pencil) to its right.
- Barcode Text** (6): A text input field.
- Barcode Type** (7): A dropdown menu.
- Carrier Icon** (8): A label 'No image set' and a small icon button.
- Comments** (9): A large text area.
- Buttons**: 'Save' (with a green checkmark) and 'CANCEL' (with a red X) at the bottom.


Figure 5.9. Carrier Dialog

- ❶ This is the name of the company that the driver is operating a commercial vehicle for. (ex. LOMESS TRANSPORTATION, LLC). This field is required.
- ❷ This is the unique id that the driver's company (carrier) has assigned to them. This field is required.
- ❸ This is an alternate unique id that driver's company (carrier) has assigned to them. This field is not required.
- ❹ The main office (postal) address of the motor carrier that the driver is operating under. This field is edited in a separate dialog. To edit this field click the small button to the right of the textfield. .
- ❺ The postal address of the driver's terminal which they operate out of if different than the main office address. This field is edited in a separate dialog. To edit this field click the small button to the right of the text field. .
- ❻ Some carriers have barcodes printed on their log formats to make it easier for scanning and other identification purposes. TruckLogger will try to generate these

barcodes from information that drivers provide. For example if your log has a barcode and then text that says "LMSS" or "0801" or "SWFT" beside it, then that is the text that you would enter into this field for the barcode to be generated from.

- ⑦ The barcode type dictates how wide the bars and white spaces will be in a barcode. This is important because drivers must select the proper type in order to generate a barcode on their log that is compatible with the barcode required by their carriers log format. The two most common barcode types for hours of service logs are "Code39" and "Codabar". Using the example of "0801" as the barcode text noted above, below is a list of generated barcodes of different types generated from that text.



- ⑧ Some carriers may have a specific logo graphic that they want printed on a drivers log. When there is space for it on a particular log format the carriers logo that is set here will be printed on certain logs format. To set this logo click the small button to the right of the field, and a "Open Dialog" will appear allowing the driver to select a logo graphic. . Logo images must be in the image file format of JPEG, PNG, or GIF, and should be no larger than 128 pixels in size.
 - ⑨ This field should be used to provide any additional comments that the driver may want to add about a carrier.
4. After completing all the fields in the carrier record dialog click the Save button.
 5. Select the "Driver Logs" screen, and select the carrier from the list of carriers in the carrier field see Figure 5.1, "Daily Log Affiliations" #1.

Note

You can also create a new carriers by clicking the "New Carrier" item in the carrier box list, which will display the Figure 5.9, "Carrier Dialog".

5.1.4. Creating And Selecting Co-Drivers

A Co-Driver record represents a person who is co-operating a commercial vehicle with the driver

who is completing their logs. To create a new Co-Driver record and attach it to a log follow the steps below.

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Co-Driver" affiliations navigation item see Figure 5.10, "Co-Driver Navigation Item".

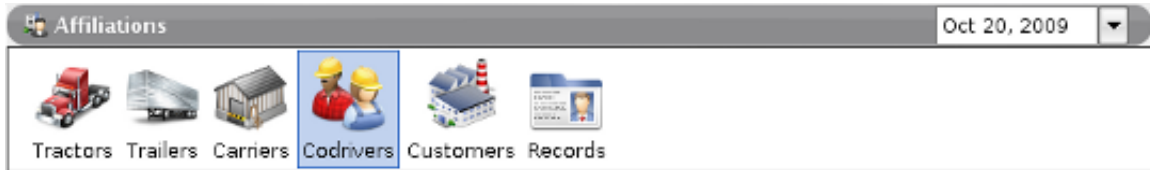


Figure 5.10. Co-Driver Navigation Item

3. Click the New button and wait for the codriver dialog to appear see Figure 5.11, "CoDriver Dialog" for a description of each of the fields.

The image shows a "CoDriver" dialog box with a title bar and a close button. It contains four input fields: "Name" (text box with callout 1), "Driver Id" (text box with callout 2), "Carrier" (dropdown menu with callout 3), and "Comments" (text area with callout 4). Each of the first three fields has a red exclamation mark icon to its right, indicating they are required. At the bottom are two buttons: "Save" with a green checkmark icon and "CANCEL" with a red minus icon.

Figure 5.11. CoDriver Dialog

- ❶ This is the name of the co-driver that is operating the same commercial vehicle as the driver completing their log book. This field is required.
- ❷ This is the unique id that the co-driver's company (carrier) has assigned to them. This field is required.
- ❸ This is the company (motor carrier) that the co-driver works for. This field allows

the driver to select a carrier that was previously created in the "Affiliations->Carriers" section.

- ④ Any additional comments that the driver filling out the log book has about this co-driver.
4. After completing all the fields in the codriver record dialog click the Save button.
5. Select the "Driver Logs" screen, and select the co-driver from the list of co-drivers in the co-driver field see Figure 5.1, "Daily Log Affiliations" #2.

Note

You can also create a new co-drivers by clicking the "New CoDriver" item in the CoDriver box list, which will display the Figure 5.11, "CoDriver Dialog".

5.1.5. Creating Customers

A customer record represents a company or person who is paying to have a product transported by the driver completing the log. Follow the steps below to create a new customer record.

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Customer" affiliations navigation item see Figure 5.12, "Customer Navigation Item".

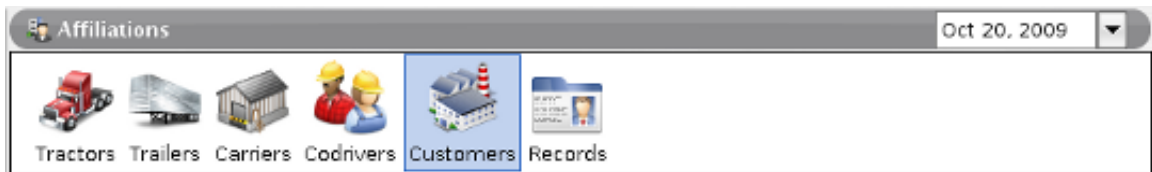



Figure 5.12. Customer Navigation Item

3. Click the New button and wait for the customer dialog to appear see Figure 5.13, "Customer Dialog" for a description of each of the fields.



The image shows a software dialog box titled "Customer". At the top right, there is a checkbox labeled "Show Deleted" and a red close button (X). The form contains several input fields, each with a circled number next to its label: "Customer Name" (1), "Customer Id" (2), "Billing Address" (3), "Phone #" (4), and "Comments" (6). The "Billing Address" field has a small edit icon (pencil) to its right. Below the "Billing Address" field is a label "Customer Logo No image set" (5) followed by a small icon of a camera and a document. At the bottom of the dialog are two buttons: "Save" with a green checkmark icon and "CANCEL" with a red minus icon.

Figure 5.13. Customer Dialog

- ❶ The field where the name of the company or person who is paying to have a product shipped is entered. This field is required.
- ❷ The field where a unique number or name that is used to differentiate this customer from other customers is entered. This field is required.
- ❸ The field is where the customers billing address should be entered.
- ❹ Some customer may have a specific logo graphic associated with there company. That logo can be entered into the customer record to help the driver better identify the customer in the future. To set this logo click the small button to the right of the field, and a "Open Dialog" will appear allowing the driver to select a logo graphic.
 . Logo images must be in the image file format of JPEG, PNG, or GIF, and should be no larger than 128 pixels in size.
- ❺ This field is where the driver should enter in any additional information that didn't belong in one of the other fields of the customer record.

4. After completing all the fields in the customer record dialog click the Save button.

5.1.6. Creating Driver Records

TruckLogger provides a way for drivers to create expiration records for things like CDL, Drug, Medical, etc. When the expiration date arrives a violation will be displayed on the drivers log graph, and printed logs.

1. Make sure you have Trucklogger running with the "Driver Affiliations" screen selected.
2. Select the "Records" affiliations navigation item see Figure 5.14, "Records Navigation Item".

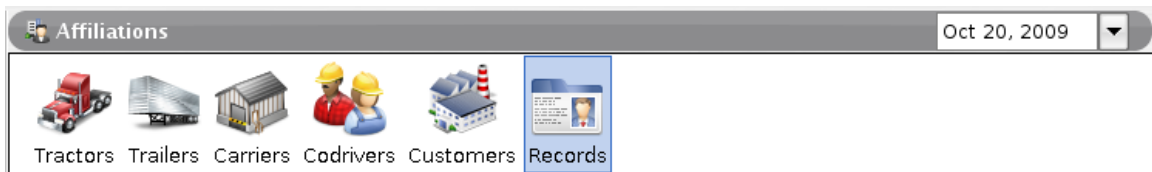


Figure 5.14. Records Navigation Item

3. Click the New button and wait for the driver record dialog to appear see Figure 5.15, "Driver Record Dialog" for a description of each of the fields.




Figure 5.15. Driver Record Dialog

- ❶ The type of driver record that is being monitored for expiration. Valid options for this field are CDL, Medical, Drug, Training, Other.
- ❷ The expiration date of the record, or the date when the driver should be notified on their log that action needs to be taken.
- ❸ Any additional comments that driver would like to enter about this record that didn't

fit in one of the other fields.

4. After completing all the fields in the customer record dialog click the Save button.

5.1.7. Editing or Deleting Affiliation Records

The process for editing or deleting any of the "Affiliation" record types is the same for all affiliation records. The one exception is "Driver Expiration" records which can only be deleted and not edited. To edit a record see Section 5.1.7.1, "Editing a Affiliation Record". To delete a affiliation record see Section 5.1.7.2, "Deleting a Affiliation Record"

5.1.7.1. Editing a Affiliation Record

1. Make sure you have the trucklogger program running and the "Affiliations" screen selected. Then select one of the affiliation sub-screens "Tractors", "Trailers", "Carriers", "Codriver", "Customers", "Records".
2. In the table of affiliation records for the sub-screen that you selected, select one of the existing records by left clicking that record with your mouse see Figure 5.16, "Selected Affiliation Record"



Figure 5.16. Selected Affiliation Record

3. Once the record is selected two additional buttons will appear on the left side of the record. The top button with a pencil icon is the edit button. Click the edit button and wait for the affiliation dialog to open.
4. After changing the record values click the Save button to update the record.

5.1.7.2. Deleting a Affiliation Record

1. Make sure you have the trucklogger program running and the "Affiliations" screen selected. Then select one of the affiliation sub-screens "Tractors", "Trailers", "Carriers", "Codriver", "Customers", "Records".
2. In the table of affiliation records for the sub-screen that you selected, select one of the existing records by left clicking that record with your mouse see Figure 5.16, "Selected Affiliation Record"
3. Once the record is selected two additional buttons will appear on the left side of the record. The bottom button with a red X icon is the delete button. Click the delete button to delete the record. If delete notifications are enabled then you will be prompted to

confirm that you really want to delete the record.

5.1.8. Calculating Driver and Vehicle Miles

Beside the "Driver Miles" and "Vehicle Miles" fields in the driver's log screen is a small calculator button. This button is there to assist drivers in calculating the miles that they have driven during the 24 hour log period. There are two modes for miles calculations described below to change between the two modes see Section 5.1.8.1, "Changing miles calculation settings"

The first mode is a simple calculator that takes the odometer at the beginning of the 24 hour log period and the odometer at the end of the 24 hour log period and calculates the difference on the driver or vehicle miles for the log day. When this mode is enabled and the driver pushes the calculator button, a dialog will appear with fields to let the driver put in their beginning and ending odometer values for the day.

The second mode where "Calculate Miles from Duty Status Odometer Reading" is enabled requires that drivers put their odometer value in at each change of duty status throughout the course of the day when filling out their Duty Status records. At the end of the day if the driver pushes the calculator button beside the driver and vehicle miles field trucklogger will calculate the driver and vehicle miles from the odometer values at each change of duty status. This mode is most useful for drivers who are driving in a team where the vehicle miles differ from the driver miles.

Note

If the driver is driving between 11:59 p.m. and 12 a.m. they need to insert a duty status record at 11:59 p.m. with the proper odometer value at that time for proper distance calculation to occur.

5.1.8.1. Changing miles calculation settings

To change the miles calculation mode for driver and vehicle miles calculation follow the steps below.

1. Make sure the trucklogger program is running and the "Settings" screen is selected.
2. Select the "Data Entry" sub-screen navigation item.
3. Under "Log Miles Calculation Settings" for mode 1 make sure the check box "Calculate Miles from Duty Status Odometer Reading" is not checked. For mode 2 make sure the "Calculate Miles from Duty status Odometer Reading" is checked. See Figure 5.17, "Odometer Calculation Settings".

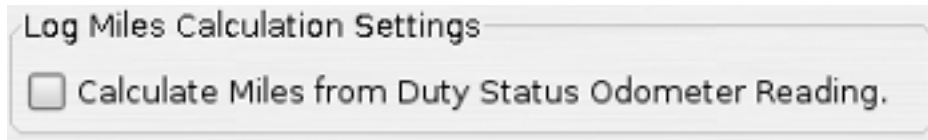


Figure 5.17. Odometer Calculation Settings

5.1.9. Selecting Time Out (Days Out)

The "Time Out" field on the driver's log screen is provided to allow drivers to indicate how much of their day was considered out "Over the Road" time which qualifies for per diem.

If a driver sets this field to one of 1/4, 1/2, 3/4 or Full Day on each days log that information can be used to generate a "Days Out" report at the end of the year to assist drivers who are trying calculate their tax deductions.

5.2. Driver Logs (Log Entry Section)

The log entry section of the driver logs screen allows drivers to select existing log entries to edit or delete.

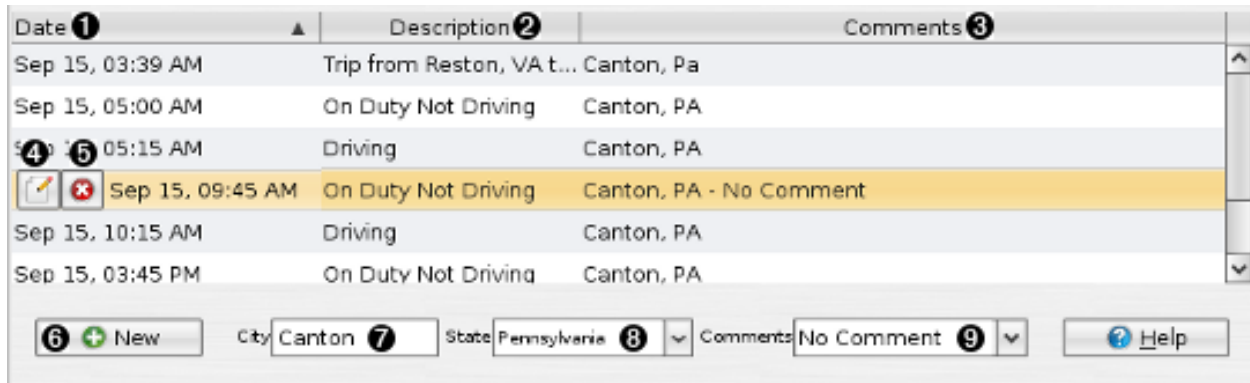


Figure 5.18. Log Entries

- ❶ The date and time of the log entry.
- ❷ A description of the type of log entry, i.e. Duty Status, Fuel, etc.
- ❸ The comment field of the log entry. Driver's can modify the log entry comment field by double clicking on the comments cell. However if the "Duty Status Editor Dialog Appears By" settings is changed to "Double Click Comments" then double clicking the comments cell will cause the Duty Status dialog to appear see Section 5.6, "Duty Status Editor Dialog Appears By Settings"
- ❹ When this button is clicked the log entry dialog for that log entry type will be displayed to

allow drivers to change the fields of the selected log entry.

- ⑤ Clicking this button will delete the selected log entry. If delete notifications are enabled you will be prompted to confirm the deletion, otherwise the entry will be deleted without notification.
- ⑥ Clicking this button will either display a list of available log entry types that a driver can create, or will display the single dialog log entry editor depending on your settings. See Section 5.2.4, “Log Entry Dialog Settings”.
- ⑦ When the Section 5.2.1, “Duty Status editing above log graph” is enabled drivers can quickly edit the 'City' for a selected duty status record.
- ⑧ When the Section 5.2.1, “Duty Status editing above log graph” is enabled drivers can quickly edit the 'State' for a selected duty status record.
- ⑨ When the Section 5.2.1, “Duty Status editing above log graph” is enabled drivers can quickly edit the 'Comments' for a selected duty status record.

5.2.1. Duty Status editing above log graph

When this mode is enabled drivers will be able to edit certain fields of a selected duty status record directly above the log graph without opening the Duty Status Dialog see Figure 5.18, “Log Entries” #7, #8, and #9. Its important to note that only Duty Status records are capable of being edited this way. To edit a duty status record in this manner select the duty status record in the table of log entries see Figure 5.18, “Log Entries”. To disable or re-enable this feature see Section 5.2.1.1, “Enable duty status editing above log graph”.

5.2.1.1. Enable duty status editing above log graph

Procedure 5.3. Changing above graph editing settings

1. Make sure you have trucklogger running and the Settings screen selected. Then select the Data Entry sub-screen.
2. Under the "Duty Status Editing" settings to enable above log graph editing check the "Edit City/State/Comments above graph" check box see Figure 5.19, “Above graph duty status editing settings”

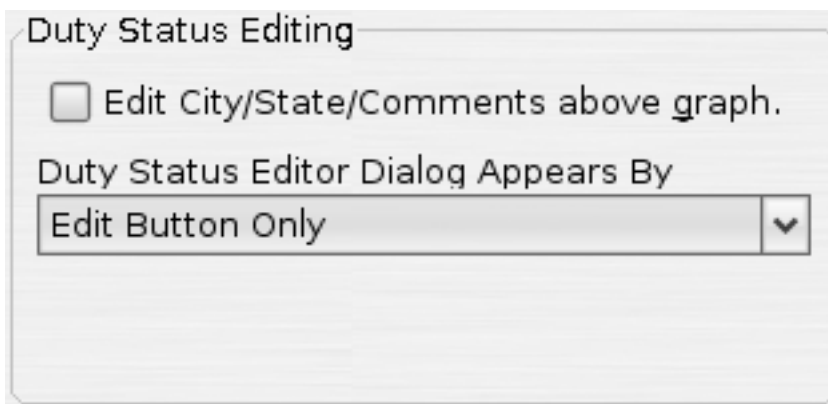


Figure 5.19. Above graph duty status editing settings

5.2.2. Log Entry Types

TruckLogger provides drivers with an extensive list of log entry types so that drivers have the ability to accurately log each different type of activity that they may encounter during the course of the day. Although these log entries are intended for completely different logging purposes they all have the following elements in common.

- Time - Each log entry will have a time from 12 a.m. to 11:59 p.m.
- Comments - An unspecified field for drivers to enter any additional information about the log entry that there may not be a specific field for.

The following is a list of all the available log entry types available in the trucklogger application.

- Duty Status: A log entry that will be used most often by drivers. This log entry allows drivers to enter their duty status Off Duty, Sleeper Berth, Driver, On Duty Not Driving. See Figure 5.21, “Duty Status Log Entry Dialog”.
- Trip: A log entry to record a complete trip from the loading location and unloading destination. See Figure 5.22, “Trip Log Entry Dialog”
- Manifest: A log entry to record the load manifest for the currently loaded product. See Figure 5.23, “Manifest Log Entry Dialog”.
- Fuel: A log entry to record the purchase of fuel. This log entry is a more specific version of the expense log entry. See Figure 5.24, “Fuel Log Entry Dialog”.
- Expense: A log entry to record the purchase of some item (an expense) associated with the operation of the commercial vehicle see Figure 5.25, “Expense Log Entry Dialog”.
- Revenue: A log entry to record income from that was received in connection with the operation of a commercial vehicle see Figure 5.26, “Revenue Log Entry Dialog”.
- Maintenance: A log entry to record the occurrence of a vehicle mechanical service (maintenance) see Figure 5.27, “Maintenance Log Entry Dialog”.
- Logs Turned In: A log entry to record the dates that logs were submitted to the drivers motor carrier see Figure 5.28, “Logs Turned In Log Entry Dialog”.
- Yard Work: A log entry to record work that is not classified as operating a commercial vehicle. An example would be loading or unloading at a customer. See Figure 5.29, “Yard Work Log Entry Dialog”.
- Odometer: A log entry to record the vehicle odometer reading at a specific date/time see Figure 5.30, “Odometer Log Entry Dialog”.
- Comment: A log entry for drivers to add any additional comments that don't fit in one of the other log entry records. This record can also be used to flag a break that is less than 15

minutes on the log graph see Figure 5.31, “Comment Log Entry Dialog”.

5.2.3. Creating a new log entry

To create a new log entry click the New button Figure 5.18, “Log Entries” #6. If you don't have the single entry dialog setting set Section 5.2.4, “Log Entry Dialog Settings” then follow the procedure in Create Log Entries with Multiple Dialogs. If you do have the single entry dialog enabled then follow the Single Dialog Log Entry procedure.

5.2.3.1. Multiple Log Entry Dialogs

Procedure 5.4. Create Log Entries with Multiple Dialogs

1. Make sure the TruckLogger application is running and the "Driver's Log" screen is selected.
2. Click the New button on the "Driver's Log" screen. A popup menu will appear with a list of available and enabled log entry types. See Figure 5.20, “New Log Entry List”. If you do not see your log entry type listed make sure that particular type of log entry is enabled see Section 5.2.4.2, “Disable Log Entries”.

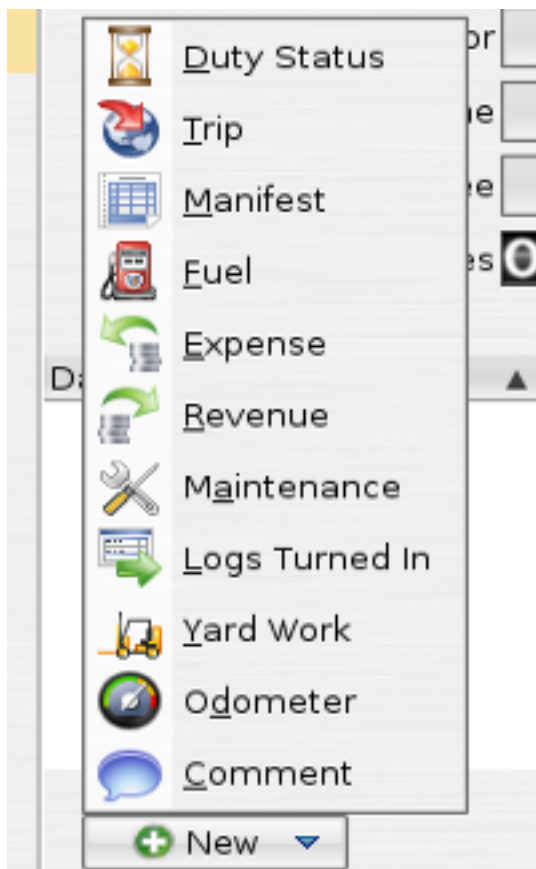


Figure 5.20. New Log Entry List

- Fill in the fields for the Log Entry dialog type that you selected. Each of the dialogs with a complete field descriptions are shown below. See Section 5.2.3.1, “Multiple Log Entry Dialogs”.

5.2.3.1.1. Duty Status Dialog

Figure 5.21. Duty Status Log Entry Dialog

- The driver duty status which must be one of the following statuses. This field is required. A description of each status is listed below.
 - Off Duty - A status to enter when you are not working or under load assignment. Or are taking a break outside the cab of the vehicle.
 - Sleep Berth - A status to enter when your are under load assignment or in the middle or a trip but are taking a required Hours of Service in cab sleeper berth break.
 - Driving - A status to enter when a commercial vehicle is under operation by you.
 - On Duty Not Driving - A status to enter when you are working, but the commercial vehicle

under your command is not being operated. Example:, loading/unloading, vehicle maintenance, etc.

- ② The name of the city you were in when your duty status change occurred. This field is not required.
- ③ The name of the state you were in when your duty status change occurred. This field is not required.
- ④ The vehicle (tractor) odometer value at the time when your duty status change is occurring. This field is not required.
- ⑤ Time is a common field see Section 5.2.2, “Log Entry Types”.
- ⑥ Comments is a common field see Section 5.2.2, “Log Entry Types”.

5.2.3.1.2. Trip Log Entry

This log entry is used to record a complete trip from the loading location to the unloading destination. Some of the fields in this log entry may overlap with the Manifest Log Entry. It is up to the driver to determine which record is most appropriate for their logging needs.

Trip Log Entry

Trip Number

Origin City/State

Pickup Date

05 am

Tractor

Gross (Tare) Weight

Ending Odometer

Time 05 am

Comments

Trip Segments

Origin	Destination	Distance (Miles)	Category
<input type="text" value="17"/>			

Delivery Receipt #

Destination City/State

Delivery Date

05 am

Trailer

Beginning Odometer

Routed Distance

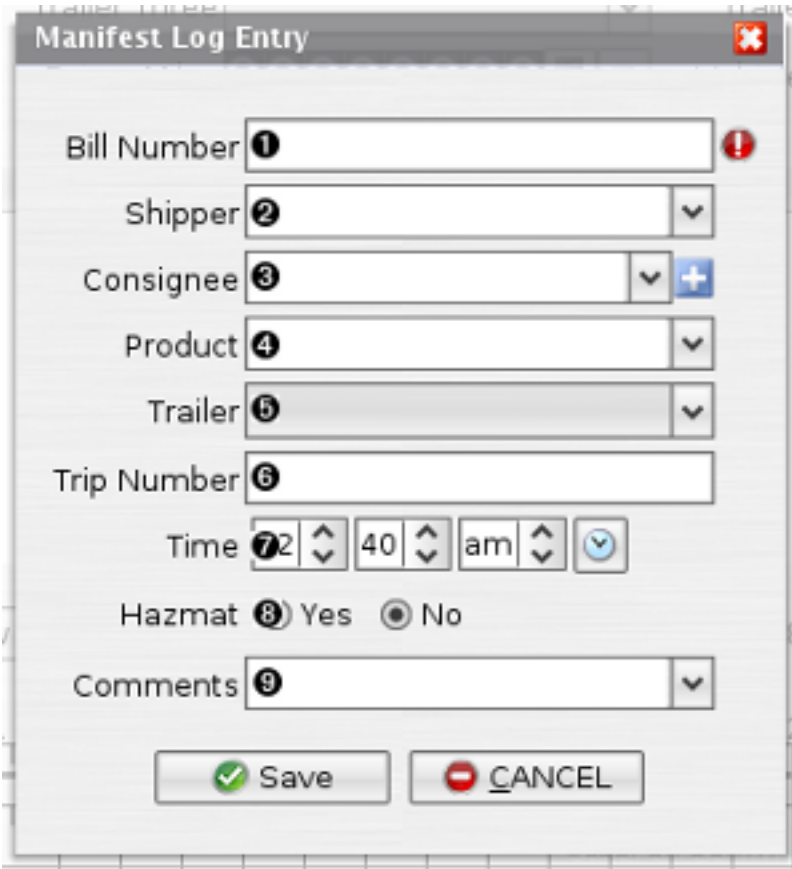
Figure 5.22. Trip Log Entry Dialog

- ❶ A unique number assigned to this trip. Typically this number will be provided by the motor carrier. This field is required.
- ❷ If a delivery receipt was issued by the products consignee then the number on the deliver receipt should be entered in this field. This field is not required.
- ❸ The origin city and state where the trip began. This field is required.
- ❹ The destination city and state where the trip ended. This field is required.
- ❺ The date when the trip began or when the load was loaded.

- ⑥ The date when the trip was completed or the load was delivered.
- ⑦ The tractor (power unit) that was used during the course of the trip.
- ⑧ The trailer (towed unit) that was used during the course of the trip.
- ⑨ The gross loaded weight of the commercial vehicle during the course of the trip.
- ⑩ The odometer reading of the tractor (power unit) when the trip began.
The odometer reading of the tractor (power unit) when the trip was completed or when the load was unloaded. This field can be linked to the "Beginning Odometer" and "Routed Distance" field to be automatically calculated by adding those two values together. To break the link between these fields click the small change icon to the right of the ending odometer field.
The total routed distance for this trip as calculated by the motor carrier. If the routed distance is different than the difference between the beginning and ending odometer values drivers should break the link on the "Ending Odometer" field. Drivers can generate a report that shows the difference between the routed and actual distance by going to the "Reports" screen.
The time this trip record was created, or the time when the trip begin depending on how the driver wants to utilize this field for logging purposes.
Any additional comments that the driver may want to add about the trip that do not fit in one of the other fields.
Individual segments (city to city) that occurred during the trip. Completing these fields are not required. To create a trip segment click the New button and wait for the Trip Segment Dialog to open. Complete the origin and destination city/state fields along with the routed distance b/w those two cities then click the Save button. You can create as many trip segments as needed to re-create the trip.

5.2.3.1.3. Manifest Log Entry

A log entry record to describe the product that is being transported by the driver operating the commercial vehicle.



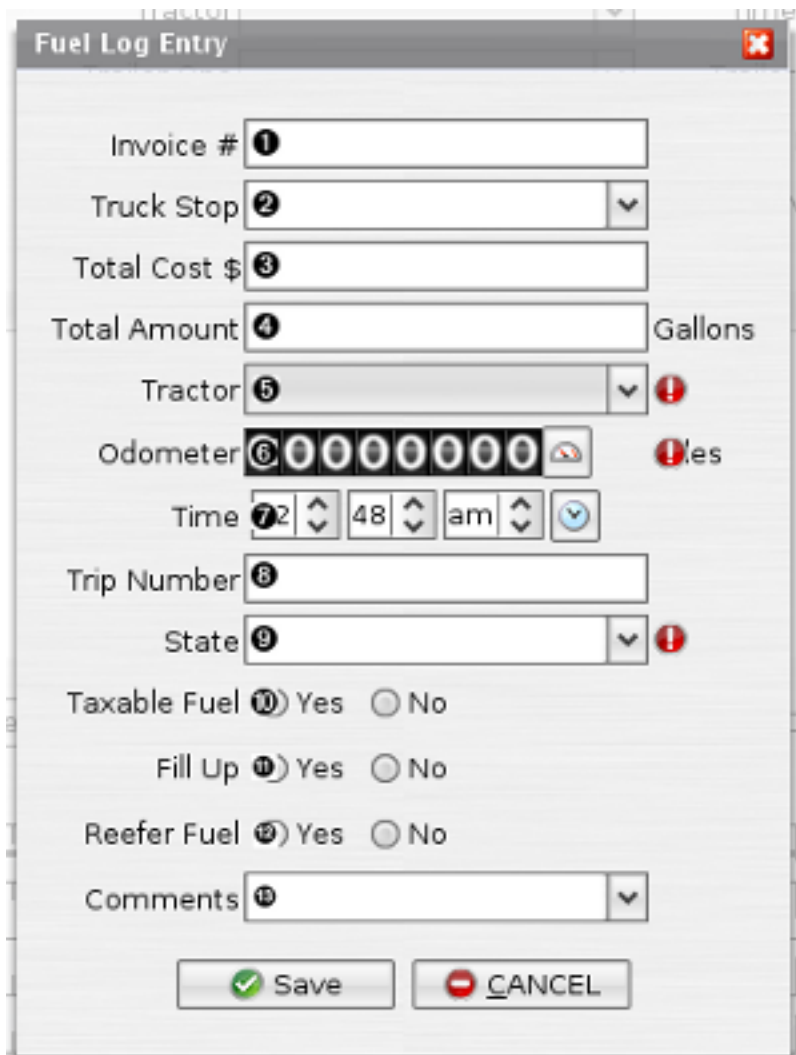
The image shows a 'Manifest Log Entry' dialog box with the following fields and controls:

- Bill Number** (1): A text input field with a red exclamation mark icon to its right, indicating it is required.
- Shipper** (2): A dropdown menu.
- Consignee** (3): A dropdown menu with a blue plus sign icon to its right for adding more consignees.
- Product** (4): A dropdown menu.
- Trailer** (5): A dropdown menu.
- Trip Number** (6): A text input field.
- Time** (7): A time selection control with hour (72), minute (40), and AM/PM (am) dropdowns, and a clock icon.
- Hazmat** (8): Radio buttons for 'Yes' and 'No', with 'No' selected.
- Comments** (9): A text input field with a dropdown arrow.
- Buttons**: 'Save' (with a green checkmark icon) and 'CANCEL' (with a red minus icon).

Figure 5.23. Manifest Log Entry Dialog

- ❶ This is the bill of laden number that was printed on the manifest ticket received during the product loading process. This field is required.
- ❷ The name of the the company that is shipping the product. Generally this will be name of the motor carrier that the driver works for.
- ❸ The name of the company of person that the product being transported is being delivered too. In certain situations there may be multiple consignee's. To add additional consignees to a manifest record click the small blue plus sign to the right of the consignee field, and enter the names of the additional consignees.
- ❹ The common name of the product that is being transported.
- ❺ The trailer or (towed unit) that the product is being transported on.
- ❻ The trip number associated with product shipment. This field is not required.
- ❼ The time of day that this product was loaded, or else the time that the product was unloaded depending on how the driver chooses to utilize this field.
- ❽ A flag that indicates whether or not the product being transported was hazardous.
- ❾ Any additional comments that the driver may want to include about the product being transported.

5.2.3.1.4. Fuel Log Entry



The image shows a 'Fuel Log Entry' dialog box with the following fields and controls:

- Invoice #**: Text input field with a red exclamation mark icon.
- Truck Stop**: Dropdown menu with a red exclamation mark icon.
- Total Cost \$**: Text input field.
- Total Amount**: Text input field followed by the label 'Gallons'.
- Tractor**: Dropdown menu with a red exclamation mark icon.
- Odometer**: A series of eight circular input fields, each with a red exclamation mark icon.
- Time**: Time selection controls showing '7:24 am' with up/down arrows and a clock icon.
- Trip Number**: Text input field.
- State**: Dropdown menu with a red exclamation mark icon.
- Taxable Fuel**: Radio buttons for 'Yes' (selected) and 'No'.
- Fill Up**: Radio buttons for 'Yes' (selected) and 'No'.
- Reefer Fuel**: Radio buttons for 'Yes' (selected) and 'No'.
- Comments**: Text input field with a dropdown arrow.
- Buttons**: 'Save' button with a green checkmark icon and 'CANCEL' button with a red X icon.

Figure 5.24. Fuel Log Entry Dialog

- ❶ The invoice number listed on the receipt or fuel ticket received after fueling.
- ❷ The name of the truck stop or gas station where the fuel was purchased.
- ❸ The total cost of the fuel purchase.
- ❹ The total amount of fuel purchased in gallons or liters.
- ❺ The tractor that the fuel was purchased for. If the fuel was purchased for a reefer trailer leave this field blank.
- ❻ The trailer that the fuel was purchased for. This will typically only be filled in if reefer fuel was being purchased.
- ❼ The time of day when the fuel was purchased as printed on the fuel receipt.
- ❽ The trip number of the trip that this fuel was purchased for.
- ❾ The state where the fuel was purchased.
- ❿ A flag to indicate whether or not the fuel is taxable.
A flag to indicate whether or not the fuel purchase was a complete tank fillup

A flag to indicate whether the fuel purchased was purchased for a reefer trailer.
A field for drivers to enter any additional information about the fuel purchase that did not fit into one of the other fuel record fields.

5.2.3.1.5. Expense Log Entry

The expense log entry provides a place for drivers to record the purchase of a item for the commercial vehicle being operated by the driver.

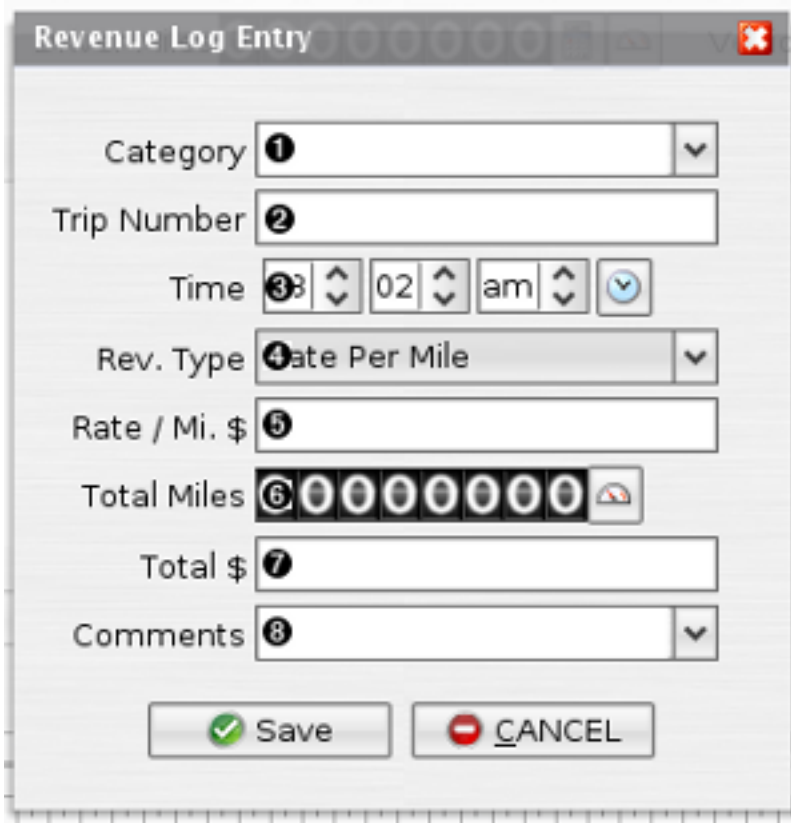
The image shows a software dialog box titled "Expense Log Entry". It contains several input fields and buttons. The fields are labeled with circled numbers 1 through 8. Field 1 is "Invoice #" with a text input. Field 2 is "Category" with a dropdown menu and a red exclamation mark icon. Field 3 is "Amount \$" with a text input. Field 4 is "Odometer" with a numeric input (0-9) and a "Miles" label. Field 5 is "Trip Number" with a text input. Field 6 is "Time" with two numeric inputs (0-9) and a dropdown for "am/pm". Field 7 is "Exp. Type" with a dropdown menu showing "Reimbursable". Field 8 is "Comments" with a dropdown menu. At the bottom are "Save" and "CANCEL" buttons.

Figure 5.25. Expense Log Entry Dialog

- ❶ The invoice number that was on the expense receipt or purchase order.
- ❷ That category that this expense falls under. (ex. Winshield Washer Fluid)
- ❸ The total amount of the item purchased.
- ❹ The odometer reading of the vehicle the item was purchased for at the time the expense was incurred.
- ❺ The trip number of the trip when this item was purchased.
- ❻ The time of day that the item was purchased and the expense was incurred.
- ❼ The type of expense, valid value for this field are Reimbursable, Non Reimbursable, Settlement Deductible.
- ❽ Any additional comments the driver wants make about the expense that don't fit into one of the other expense fields.

5.2.3.1.6. Revenue Log Entry

A log entry to record revenue that was received for the transportation of a product by the driver operating the commercial vehicle.



The image shows a 'Revenue Log Entry' dialog box with the following fields and controls:

- Category:** A dropdown menu with a downward arrow, labeled with a circled 1.
- Trip Number:** A text input field, labeled with a circled 2.
- Time:** A time selection control with three spinners for hours (03), minutes (02), and a dropdown for 'am', labeled with a circled 3.
- Rev. Type:** A dropdown menu with a downward arrow, currently showing 'Rate Per Mile', labeled with a circled 4.
- Rate / Mi. \$:** A text input field, labeled with a circled 5.
- Total Miles:** A numeric input field with individual digit spinners, labeled with a circled 6.
- Total \$:** A text input field, labeled with a circled 7.
- Comments:** A text input field with a downward arrow, labeled with a circled 8.
- Buttons:** At the bottom are two buttons: 'Save' with a green checkmark icon and 'CANCEL' with a red X icon.

Figure 5.26. Revenue Log Entry Dialog

- ❶ The category that this revenue was generated from. Examples might be (Unloading, Driving Loaded).
- ❷ The number of the trip that this revenue was generated from.
- ❸ The time of day that this revenue entry was created, or the time when the revenue was received, depending on how the driver wants to use this field.
- ❹ The type of revenue describes the payment calculation formula used to figure out the total revenue received. Additional fields will be added or removed to the record based upon the value of the selected revenue type. A description of each revenue type is described below.
 Rate Per Mile: when this type is selected two fields will be listed "Rate/ Mi", and "Total Miles" the total will be calculated by taking the rate/mile and multiplying it by the total miles.
 Percentage Of Gross: when this type is selected two fields will be listed "Percent %" and "Gross Pay \$" the total will be calculated by taking the gross pay value and multiplying it by the percentage value.
 Fixed Pay: when this type is selected there is just one field for the driver to enter in the fixed pay total amount.

Rate Per Hour: when this type is selected there are two fields to enter the pay "Rate/Hr." and "Total hrs." the total will be calculated by taking the rate/hr and multiplying it by the total hours.

Advanced Pay: when this type is selected just one field is displayed for the driver to enter in the advances total amount.

- ⑤ This is the amount of total revenue this record was created for. A value can not be entered into this field, the value of this field is automatically calculated by the Revenue type and the data the driver enters into the revenue type fields.
- ⑥ Any additional comments the driver wants to add about this revenue record.

5.2.3.1.7. Maintenance Log Entry

The screenshot shows a 'Maintenance Log Entry' dialog box. It contains the following fields and controls:

- Maint. Type**: A dropdown menu with a downward arrow.
- Invoice #**: A text input field.
- Repair Shop**: A dropdown menu with a downward arrow.
- Total Cost \$**: A text input field.
- Trip #**: A text input field.
- Odometer**: A numeric keypad with 10 buttons (0-9) and a 'Yes' button with a red exclamation mark icon.
- Time**: A time picker showing '7:30 am' with up/down arrows for hours, minutes, and a period (am/pm) button.
- Tractor**: A dropdown menu with a downward arrow.
- Trailer**: A dropdown menu with a downward arrow.
- Comments**: A dropdown menu with a downward arrow.
- Buttons**: 'Save' (with a green checkmark icon) and 'CANCEL' (with a red minus icon) buttons at the bottom.

Figure 5.27. Maintenance Log Entry Dialog

- ① The type of maintenance being performed on the commercial motor vehicle the the driver is operating. Examples would be (Oil Change, Tire Plug, etc).
- ② The invoice number from the receipt or sales ticket for the maintenance performed.
- ③ The name of the garage or shop where the maintenance was performed.
- ④ The total cost of the maintenance performed on the vehicle.

- ⑤ The number of the trip that the driver was on when the maintenance occurred.
- ⑥ The motor vehicles odometer reading at the time the maintenance occurred.
- ⑦ The time of day that the maintenance occurred.
- ⑧ The tractor (power unit) that the maintenance was performed on. If the maintenance was performed on a trailer then the driver should leave this field blank.
- ⑨ The trailer (towed unit) that the maintenance was performed on. If the maintenance was performed on the tractor then the driver should leave this field blank.
- ⑩ Any additional comments the driver wants to add to the maintenance record should be added here.

5.2.3.1.8. Logs Turned In Log Entry

This record should be used to allow drivers to record when and what logs they have submitted to their motor carrier.

The screenshot shows a software dialog box titled "Logs Turned In Log Entry". It features a "Time" section with spinners for hours (set to 13) and minutes (set to 19), and a dropdown menu for "am". Below this is a "Log Dates" section with a calendar for "October 2009". The calendar shows days of the week (Sun to Sat) and dates (1 to 31), with the 21st highlighted. At the bottom of the dialog is a "Comments" text area with a dropdown arrow, and two buttons: "Save" (with a green checkmark icon) and "CANCEL" (with a red X icon).

Figure 5.28. Logs Turned In Log Entry Dialog

- ① The time of day when the driver's hours of service logs were submitted to the company.
- ② The dates of the hours of service logs that were submitted.
- ③ Any additional comments the driver wants to add to this record about the logs that they submitted.

5.2.3.1.9. Yard Work Log Entry

This record provides a place for drivers to document any work that they performed that did not involve driving. Examples might be hourly work spending loading or unloading a load.

The screenshot shows a 'Yard Work Log Entry' dialog box. It features the following fields and controls:

- Type**: A dropdown menu with a red exclamation mark icon to its right.
- City**: A text input field.
- State**: A dropdown menu.
- Hours**: A text input field with a red exclamation mark icon to its right.
- Trip Number**: A text input field.
- Time**: A time selection control with three spinner boxes for hours (63), minutes (23), and AM/PM (am), followed by a blue circular arrow icon.
- Comments**: A text input field with a dropdown arrow on the right.
- Buttons**: 'Save' (with a green checkmark icon) and 'CANCEL' (with a red minus icon) buttons at the bottom.

Figure 5.29. Yard Work Log Entry Dialog

- ❶ The type of work being performed, examples (loading, unloading, etc).
- ❷ The city where the non-driving work was performed.
- ❸ The state where the non-driving work was performed.
- ❹ The number of hours spent performing the non-driving work.
- ❺ The number of the trip that the driver was on when the non-driving work was performed.
- ❻ The time of day when this non-driving work was performed.
- ❼ Any additional comments the driver may want to add to this yard work record.

5.2.3.1.10. Odometer Log Entry

Figure 5.30. Odometer Log Entry Dialog

- ❶ The category field for an odometer record represents a state the motor vehicle was in when the odometer reading was taken. This field is required.
- ❷ The vehicles odometer reading at the time this record was created. This value is required.
- ❸ The number of trip that the driver was on when this record was created.
- ❹ The tractor that the driver was operating when the odometer reading was taken.
- ❺ The trailer (towed unit) that the driver was pulling when the odometer record was created. If the driver was bob-tailing or operating a vehicle without a trailer drivers should leave this field blank.
- ❻ The time of day that the odometer reading was taken.
- ❼ The state that this odometer reading was taken in. This is important only if the driver is recording the odometer at a state line crossing.
- ❽ Any additional comments that the driver wants add to this odometer record.

5.2.3.1.11. Comment Log Entry

The comment log entry is intended to provide a generic record for a driver to add any additional information to their log that doesn't classify as one of the other log entry record types. The comment log entry also allows drivers to flag breaks on the log graph that last less than 15 minutes without counting against their 14 Hr On Duty hours. An example of this might be recording a stop for a load check.

Comment Log Entry

Title **1**

Time **2** 23 42 am **!**

Flag on log graph **3** ☒ Yes ☐ No

Comments **4**

☒ Save ☐ CANCEL

Figure 5.31. Comment Log Entry Dialog

- 1** A title or brief description of the comment log entry.
- 2** The time of day the driver entered this comment. The time enter is very important if the driver intends to flag this record on the log graph.
- 3** Indicated if a line should be drawn down to the "On Duty Not Driving" duty status for the time that this comment record was entered. This is useful for noting a stop for a load check on the drivers log without deducting time from there 14 hours on duty. This should only be used if the stop was less than 15 minutes.
- 4** Any additional comments the driver may want to add about this record. In the case of a load check a driver may want to enter the city/state where they performed the load check in this field.

5.2.3.2. Single Dialog Log Entry

Instead of individual dialogs for each log entry type drivers can configure trucklogger to create new log entries of multiple types and link the fields between the log entries types to minimize the amount of typing necessary. When this setting is enabled the New button will become a single click without a drop down list. The dialog that appear will have check boxes to allow drivers to select which log entries they want to fill out see Figure 5.32, "Single Dialog Log Entry".

Users should be aware that all of the fields listed above in the multiple entry dialogs section are the exact same fields available for the log entry types in the single entry dialog. For a detailed description of each field for a particular type of log entry please see Section 5.2.3.1, "Multiple Log Entry Dialogs"

Procedure 5.5. Single Dialog Log Entry

1. Make sure you have the TruckLogger application running and the "Driver's Log" screen selected.
2. Click the New button and wait for the single dialog to appear, see Figure 5.32, "Single Dialog Log Entry"

The screenshot shows the 'New Log Entries' dialog box in the TruckLogger application. The dialog is titled 'New Log Entries' and has a close button in the top right corner. At the top, there are checkboxes for selecting entry types: ☒ Duty Status Entry, ☐ Trip Entry, ☐ Manifest Entry, ☒ Fuel Entry, ☒ Expense Entry, ☐ Revenue Entry, ☐ Maintenance Entry, ☐ Logs Turned In Entry, ☐ Yard Work Entry, ☐ Odometer Entry, and ☐ Comment Entry. Below these are three main sections:
1. **Duty Status Entry**: Includes a dropdown for Status (set to 'Off Duty'), text fields for City and State, a numeric field for Odometer (00000000), a time field (03:52 pm), and a text area for Comments.
2. **Expense Entry**: Includes text fields for Invoice #, Category, Amount (\$0), Odometer (00000000), Trip Number, Time (03:52 pm), a dropdown for Exp. Type (set to 'Reimbursable'), and a text area for Comments.
3. **Fuel Entry**: Includes text fields for Invoice #, Truck Stop, Total Cost (\$), Total Amount (0), a dropdown for Gas (set to 'Gas'), a dropdown for Tractor, Odometer (00000000), Time (03:52 pm), Trip Number, State, radio buttons for Taxable Fuel (Yes/No), Fill Up (Yes/No), and Reefer Fuel (Yes/No), and a text area for Comments.
At the bottom are 'Save' and 'CANCEL' buttons.

Figure 5.32. Single Dialog Log Entry

3. For each type of log entry type that the driver would like to create they should click the check box by that log entry type at the top of the single entry dialog.
4. After selecting the log entry types the driver wants to create they should fill out each of the fields for the log entry records.

It should be noted that a lot of the fields for each of the log entry panels in the single entry dialog have a chain link icon to the right of the field. This link will connect the fields that are the same between each record type together, so if you change the value in one log entry type the same field in the other log entry type will be updated with the same change.

5. Once all of the fields have been completed for the selected log entries then click the Save button to save the log entries.

5.2.4. Log Entry Dialog Settings

There are several settings that affect the way that the log entry dialog work and can be utilized. These settings and the steps to change them are describe in the sections below.

5.2.4.1. Changing single entry dialog settings

As noted in Section 5.2.3.2, “Single Dialog Log Entry” its possible for drivers to combine all of the individual log entry dialogs into on single dialog log entry mode. To enable this mode follow the steps below.

1. Make sure you have trucklogger running and the Settings screen selected, with the Data Entry sub-screen selected.
2. Under the "Single Entry Dialog Settings" make sure the "Enable Single Dialog Log Entry" box is checked see Figure 5.33, “Single dialog log entry settings”. You will now notice that the New button on the "Drivers Logs" screen no longer has a down arrow on the right side of the button indicating that you are in single dialog mode.

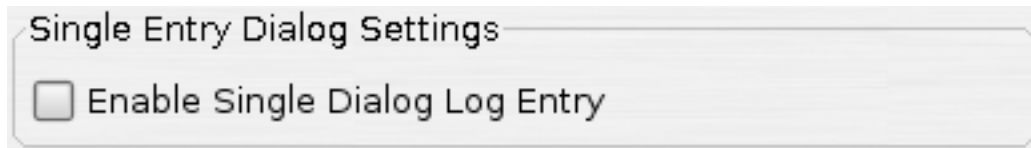


Figure 5.33. Single dialog log entry settings

5.2.4.2. Disable Log Entries

It is possible in trucklogger to completely disable a particular type of log entry. Doing this remove that log entry type from the list of available new entries on the Driver's Log screen to make it easier for driver to access just the entry types that they need and want. To disable log entry types follow the steps below.

1. Make sure trucklogger is running and the Settings screen is selected. Then select the "Data Entry" sub-screen.
2. Under the "Log Entry Editor Settings" you will see a series of checkboxes which correspond to each log entry type. Unchecking those checkboxes will disable that log entry type in the application see Figure 5.34, “Log entry editor settings”.

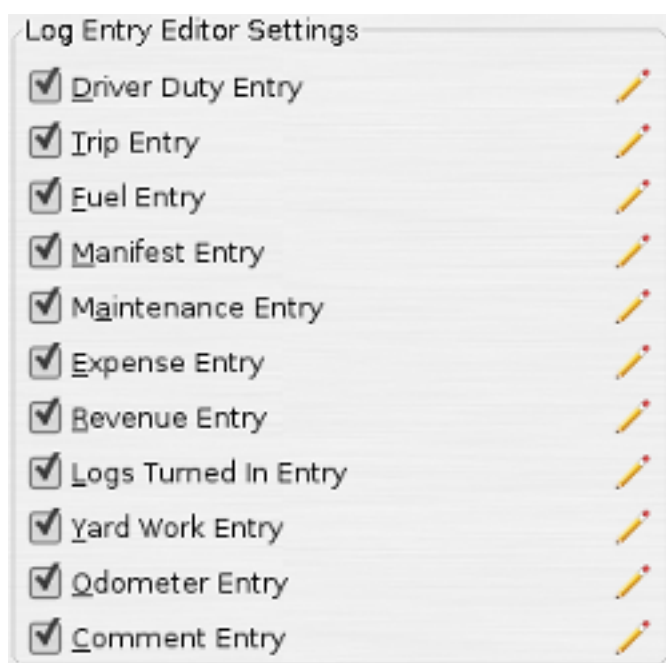


Figure 5.34. Log entry editor settings

3. After unchecking the log entry types that driver wants disabled go back to the Driver Logs screen, and you will notice that those log entries are no longer available in the list under the New button.

5.2.4.3. Log Entry Field Customization

Drivers have the ability to customize what fields are displayed in the log entry dialogs for data entry. For example, if a driver finds that (s)he never fills in the "Truck Stop" field on the Fuel Log Entry (s)he can customize that dialog to remove the "Truck Stop" field from the dialog. For steps on how to customize the log entry dialog fields follow the steps below.

1. Make sure trucklogger is running and the Settings screen is selected. Then select the "Data Entry" sub-screen.
2. Under "Log Entry Editor Settings" you will see checkboxes for each log entry type. To the right of each of those check boxes is a small yellow pencil see Figure 5.34, "Log entry editor settings". When the driver clicks the yellow pencil a dialog will appear that lists each of the fields in the log entry. The driver should mark "Yes" if they want the field displayed in the log entry dialog, and click "No" if they don't see Figure 5.35, "Duty Status field customization dialog" for an example of one of the log entry field enable/disable dialogs.



Figure 5.35. Duty Status field customization dialog

Driver's should be very careful not to disable log entry fields that are required. Otherwise they will not longer be able to create new instances of that long entry type.

5.2.4.4. Odometer Number Settings

Most of the odometer and distance fields by default use clickable number button to allow drivers to easily click with their mouse the odometer value instead of being forced to type it in see Figure 5.36, "Odometer number buttons". Some drivers find that they still prefer to type in the odometer and distance number to change to a standard number editor follow the steps below.



Figure 5.36. Odometer number buttons

1. Make sure trucklogger is running and the Settings screen is selected. Then select the "Data Entry" sub-screen.
2. In the "Odometer Number Settings" section uncheck the "Enable Odometer Number Buttons" checkbox to disable the number buttons field entry see Figure 5.37, "Odometer Number Settings"

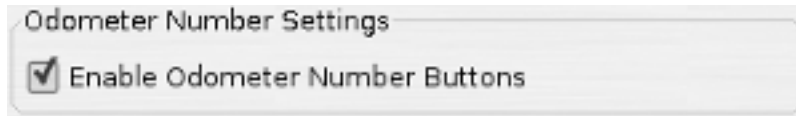


Figure 5.37. Odometer Number Settings

5.3. Driver Logs (Log Graph Section)

The log graph section of the driver's log screen will be the section that most drivers are already familiar with because of its similarity to the log graph on a standard paper log. However the trucklogger log graph has some powerful editing modes (Selection, Insert, Delete). For more information about each of these modes see Section 5.3.1, "Log Graph (Selection Mode)", Section 5.3.2, "Log Graph (Insert Mode)", and Section 5.3.3, "Log Graph (Delete Mode)". For a description of each of the elements of the log graph section Figure 5.38, "Log Graph".

The trucklogger log graph also supports what is called real-time logging. This occurs when the driver has the same log date as the current date selected, and the day is not yet over. In this case the duty status line will not be drawn all the way across the log graph, it will stop at the current time of day based upon the drivers current computer clock. If drivers insert a duty status record after the current date/time the line from the current date time to the time of the duty status entry will be dotted. Driver's can customize or disable these features for more information see Section 5.5, "Real-Time Logging Settings".

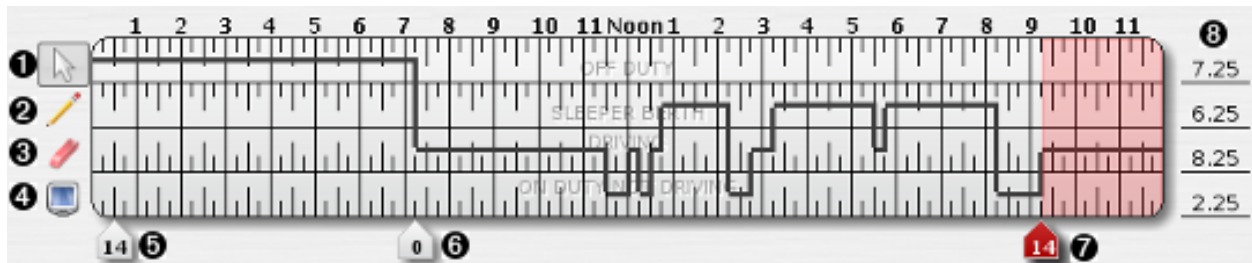


Figure 5.38. Log Graph

- ❶ When the log graph editor is in this mode drivers can select individual lines on the log graph which correspond to the duty status log entry and change the time or status that they represent.
- ❷ In this mode the log graph editor allows drivers to add new duty status records by clicking on the log graph at the desired time and duty status position.
- ❸ Driver's can use this mode to delete log entries from the log graph or shift the
- ❹ If a driver has a GPS enabled see ??? for the selected log date and gps entries were recorded this button will be visible. Clicking this button will allow drivers to complete their duty status log from the GPS entries see ???.

- ⑤ The white hours of service arrow indicator show on the log graph when the beginning of a log day occurred and when the log day has ended. This particular arrow is showing when the previous 14 hours of on duty status would have ended.
- ⑥ This indicator shows when the drivers start of day has begun. i.e. the start of the drivers 14 hour on duty period. Drivers can double-click on this arrow indicator for more details.
- ⑦ The red hours of service arrow indicator show on the log graph when a hours of service violation has occurred. In this case the driver has been on duty for more than 14 hours so a red arrow with a 14 indicates this violation at 9:15p.m. Drivers can double click on this arrow violation for more details about the violation.
- ⑧ The daily hours of service recap. This are shows how many hours of each duty status type, Off Duty, Sleeper Berth, Driving, and On Duty Not Driving the driver has logged for the log date.

5.3.1. Log Graph (Selection Mode)

The log graph selection mode allows drivers to select individual lines on the log graph which will select that duty status log entry in the table above the log graph. To select a log entry on the log graph left click in a line that is draw on the log graph representing a change of duty status.

In the selection mode drivers can also drag individual duty status lines to change the time or status of the duty status entry represented by that line. To drag a duty status line to change its time or status left click and hold in the mouse button while moving the mouse left or right to change time, or up and down to change duty status.



5.3.2. Log Graph (Insert Mode)

The log graph insert mode allows drivers to add duty of status records to their log simply by clicking on the log graph. In this mode when users move the mouse over the log graph, the log graph will update with a preview of how the log graph and duty status would change if the driver was to insert a duty status record at that location on the graph.

To insert duty status records simply center the mouse of the log graph at the time and duty status the driver wants to insert and left click with the mouse.

If the driver has the "Above graph duty status editing" enabled see Section 5.2.1.1, "Enable duty status editing above log graph" then the duty status editing boxes above the log graph will be displayed to allow the driver to enter in their city/state or any additional comments.



5.3.3. Log Graph (Delete Mode)


The log graph delete mode actually function as both a way to delete duty status entries and a way to bulk edit the time of several duty status entries.

To delete duty status entries on the log graph drivers have two options. The first choice is to highlight a section of the log graph by left clicking and holding the mouse button while dragging the mouse over a section of the log graph. This will highlight the graph like a user would highlight text in a text editor. Once the section of log graph is highlighted that the driver wants to delete they can press the "Backspace" key on the keyboard to delete any log entries in the highlighted section of the log graph.

The second way to delete log entries on the log graph is to click on the log graph before or after a log entry that the driver wants to delete. After clicking drivers should see a blinking cursor that looks like a standard text cursor in a text editor at the position where the clicked. From here driver's can delete log entries that are in front of the blinking cursor by pressing the "Backspace" key on the keyboard. If drivers want to delete the log entries that occur after the blinking cursor they can do so by pressing the "Delete" key on the keyboard.



5.3.4. Duty Status Entries from GPS positions

When a driver is using a GPS and keeping a record of their location as they travel see Chapter 9, *GPS Support and Map Viewing*, trucklogger can automatically construct an hours of service log from that data. The duty status entries from gps button  will only be displayed when there

are GPS records for that log date. There are certain settings which allow drivers to configure when and how a change of duty status is calculated from the gps positions which determines how the duty status records are created. For instructions on how to configure these settings see Section 5.4, "GPS Duty Status Settings". For instructions on how to create duty status entries from gps positions follow the steps below.

1. Make sure trucklogger is running with the Drivers Log screen selected.
2. Select the log date where GPS positions have been recorded as the commercial vehicle was moved. The GPS button will only be visible when there have been GPS positions stored for the selected log date. If the GPS button is visible click the button and wait for the dialog to appear see Figure 5.39, "GPS Duty Status Dialog"
3. The GPS Duty Status dialog will contain a list of duty status records that were constructed from the drivers GPS positions throughout the day. The time/status and city/state should automatically be filled in, but drivers will need to add any additional relevant comments. Drivers should also verify that the right number of Duty Status entries have been created and the records accurately reflect the drivers log day. Once the driver is happy they should click the "Accept" button to save the log entries.

GPS Created Duty Status Log Entries

Odometer Start: 35 Odometer End: 484

Time	Status	City	State	Comments
12:00 am	Off Duty	Reston	Virginia	
07:15 am	Driving	Reston	Virginia	
11:30 am	On Duty Not Driving	Canton	Pennsylvania	
12:00 pm	Driving	Canton	Pennsylvania	
12:15 pm	On Duty Not Driving	Troy	Pennsylvania	

Accept Cancel

Figure 5.39. GPS Duty Status Dialog

5.4. GPS Duty Status Settings

There are certain settings which determine how and when trucklogger calculates a change of duty status from gps position records. Drivers can tailor these settings to provide a more accurate portrayal of their hours of service log from the GPS positions.

5.4.1. Changing minimum distance moved to become driving

This setting determines how far the vehicle must have moved based upon the gps positions for trucklogger to create a "Driving" duty status record when the previous status was either "Off Duty", "Sleeper Berth", or "On Duty Not Driving". To change this setting follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "GPS Device Settings" section change the "Minimum distance moved to become driving" setting to the desired value see Figure 5.40, "Minimum distance moved".

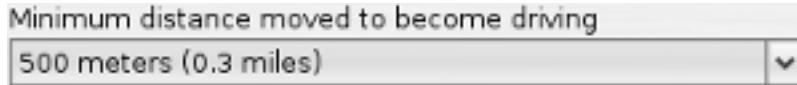


Figure 5.40. Minimum distance moved

5.4.2. Changing time stationary to be On Duty Not Driving

This setting determines how long the gps positions must be in the same physical location when the current duty status is "Driving" for trucklogger determine that a "On Duty Not Driving" change of duty status has occurred when automatically calculating your duty status log from the gps coordinates. To change this setting follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "GPS Device Settings" section change the "Time stationary to be On Duty Not Driving" setting to the desired value see Figure 5.41, "Time Stationary to be On Duty Not Driving Setting".

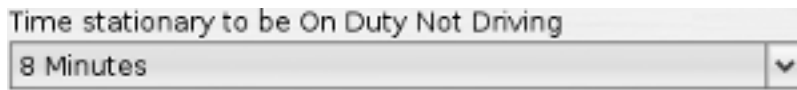


Figure 5.41. Time Stationary to be On Duty Not Driving Setting

5.4.3. Changing time stationary to be Sleeper Berth

This setting determines how long the gps positions must be in the same physical location when the current duty status is "Driving" for trucklogger determine that a "Sleeper Berth" change of duty status has occurred when automatically calculating your duty status log from the gps coordinates. To change this setting follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "GPS Device Settings" section change the "Time stationary to be Sleeper Berth" setting to the desired value see Figure 5.42, "Time Stationary to be Sleeper Berth Setting".

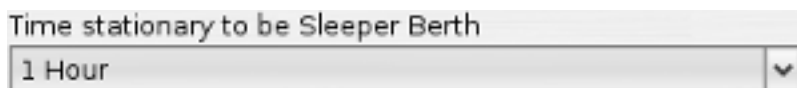


Figure 5.42. Time Stationary to be Sleeper Berth Setting

5.4.4. Changing time stationary to be Off Duty

This setting determines how long the gps positions must be in the same physical location when the current duty status is "Driving" for trucklogger determine that a "Off Duty" change of duty status has occurred when automatically calculating your duty status log from the gps coordinates. To change this setting follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "GPS Device Settings" section change the "Time stationary to be Off Duty" setting to the desired value see Figure 5.43, "Time Stationary to be Off Duty Setting".

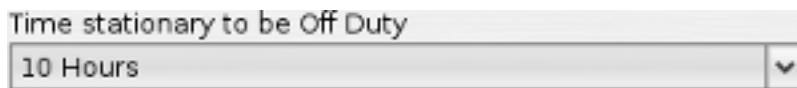


Figure 5.43. Time Stationary to be Off Duty Setting

5.5. Real-Time Logging Settings

Real-Time logging is used to keep a time based completion of the log that is synchronized with the computers clock time of the current log date. The Real-Time logging settings have two options. The ability to disable Real-Time logging, and the ability to draw a dotted line on the log graph for any duty status entries that are entered after the current time of day. i.e. To notify drivers if they are logging into the future. To change the real-time logging settings follow the steps below.

Procedure 5.6. Enable Real Time Logging

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Real Time Logging Settings" section make sure the checkbox labeled "Enable Real Time Logging" is checked to enable the real time logging feature see Figure 5.44, "Real-Time Logging Setting".

Procedure 5.7. Dotted line for entries after current time

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Real Time Logging Settings" section make sure the checkbox labeled "Dotted line for entries after current time" is checked to enable the dotted line on the log graph for duty status entries after the current time of day see Figure 5.44, "Real-Time Logging Setting".

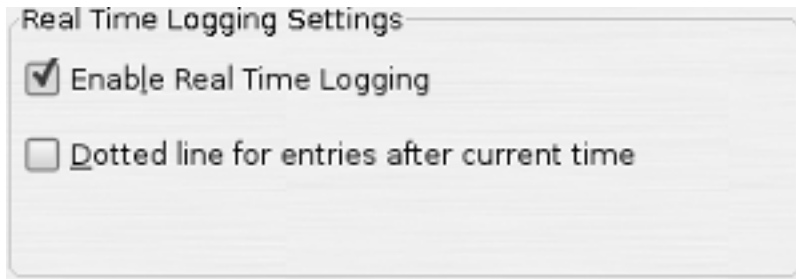


Figure 5.44. Real-Time Logging Setting

5.6. Duty Status Editor Dialog Appears By Settings

This settings allows drivers to configure when the duty status editor dialog appears. There are three modes that drivers can choose from.

Edit Button Only: When this mode is selected the duty status dialog will only appear when the driver clicks the "Edit" or "New" button on the "Driver Logs" screens.

Duty Status Graph Insert: When this mode is selected the duty status dialog will appear anytime a driver clicks on the duty status log graph when the log graph is in insert mode.

Double Click Comments: When this mode is selected the duty status dialog will appear anytime a driver double clicks the comments cell in the log entry table.

To configure the "Duty Status Editor Dialog Appears By" settings follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, the click the "Data Entry" sub-screen.
2. Under the "Duty Status Editing" section change the box item labeled "Duty Status Editor Dialog Appear By" to the desire mode see Figure 5.19, "Above graph duty status editing settings"

5.7. Driver's Log Auto Completion

In an attempt to cut down on the amount of data entry that the driver has to do from day to day, trucklogger provides several levels of driver's log auto-completion support each of which are detailed in the following sections.

5.7.1. Carrier/Codriver/Tractor/Trailer Auto-Fill completion

Depending on the drivers auto-fill settings the carrier, tractor, trailers, and co-driver fields will be automatically filled in with the values of the previous log day when a driver inserts their first

duty status record for the day. The behavior of this auto-fill feature can be different depending on the type of duty status. For example if the duty status log entry the driver first inserts is "Driving" or "On Duty Not Driving" then the driver could configure it to auto-fill all of the fields listed above. However if the duty status log entry the driver first inserts is "Off Duty" or "Sleeper Berth" then the fields auto-filled could be configured to just be the "Carrier" field. For more details on setting these auto-fill values see Section 5.7.5, "Changing Auto-Fill settings".

Its very important for the driver to note that this form of auto-completion will NOT occur until the driver inserts a Duty Status log entry. Its also important to note that once a driver has inserted there first Duty Status log entry no further attempt will be made to auto-fill these fields from a previous log date.

5.7.2. Auto-Fill Log Graph

For driver's who have a dedicated run and log the exact same hours of service every single day including breaks and load checks they can auto-complete their entire log graph from the previous log date. To aut-fill your entire duty status log from the previous log date follow the steps below.

1. Make sure you have trucklogger running and the Driver's Log screen selected. Then make sure your log graph editor is in Select mode see Section 5.3.1, "Log Graph (Selection Mode)".
2. Move your mouse pointer over top of the log graph see Figure 5.38, "Log Graph" and then double-click your left mouse button. You must quickly click the mouse button two times in very rapid succession for it to count a a double-click.

5.7.3. Auto-Fill Log Entry Fields

When this feature is enabled each time a driver tries to create a new log entry, certain fields of that log entry will be automatically filled in with the values of previous log entries.

5.7.4. Auto-Complete Log Entry Fields

By this point drivers may be wondering what the difference is between auto-completion and auto-fill. Auto-fill will attempt to insert an entire value from a previous log date, where auto-complete attempts to complete a value that the driver has started to type in. An example of the difference would be if a driver created a new Fuel Log entry when then click the New->Fuel Entry button, the Tractor field may already be filled in for them from the last fuel record they created. This would be considered an auto-fill because the tractor field was completely filled in without driver intervention. Then when the driver starts typing in the "Truck Stop" for example they may start typing "Fly" for "Flying J", but after the first few letters are typed the value will be auto-completed with the entire "Flying J" value without the driving typing the entire thing in. This action is considered an auto-complete because it is completing what the driver had started to type in.

There are lots of different fields on each of the log entry records that support auto-complete. Drivers should follow the steps below to utilize auto-complete when creating log entries.

5.7.4.1. Deleting a single auto-complete list entry

Trucklogger provides drivers with the ability to delete a single entry out of the auto-complete list. To do this follow the steps below.

1. With a Log Entry dialog open, and the field filled in with the value that the driver wants to remove from the auto-complete list
2. Right mouse click on the textfield and look for the popup menu with the item that says "Remove from list" see Figure 5.45, "Auto-Complete Delete Item from List".
3. Left mouse click the "Remove from list" item to remove the entry from the auto-complete list for that field.

It should be noted that drivers can clear the entire auto-complete list instead of individual entries see Section 5.7.6, "Changing Auto-Complete settings".

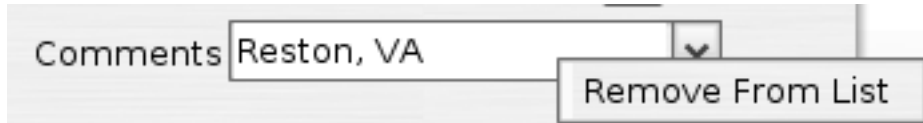


Figure 5.45. Auto-Complete Delete Item from List

5.7.5. Changing Auto-Fill settings

As mentioned earlier the auto-fill feature of trucklogger will attempt to automatically fill in log entry fields based upon previous log entries that the driver has created. Drivers have the ability to select which field in each of the records that they do or don't want this feature applied to. To change the auto-fill settings follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Data Entry" sub-screen.
2. Under the "Auto Complete Settings" make sure the "Enable Auto-Fill of Log Entries" checkbox is checked, then click the Configure button beside the checkbox label and wait for the "Auto Fill Dialog" to appear see Figure 5.46, "Auto-Fill Dialog".
3. Each of the log entries that have fields that support auto-fill are listed in the Auto-Fill Dialog. When driver's want trucklogger to attempt to automatically fill those fields in they should make sure the checkbox is checked.

It should be noted that for the log affiliations section that drivers have two auto-fill options. The first one occurs when drivers attempt to insert a Off Duty log entry. The

second one occurs when drivers attempt to insert a On Duty log entry.

The 'Auto Fill Settings' dialog box is titled 'Auto Fill Settings' and contains a subtitle 'Select which log items to auto-complete from the previous days log'. It is organized into several sections, each with a category title and a list of items with checkboxes:

- On Duty Log**
 - ☒ Carrier
 - ☒ Tractor
 - ☒ Days Out
 - ☒ Manifest Records
- Off Duty Log**
 - ☒ CoDriver
 - ☒ Trailer
 - ☒ Odometer
 - ☒ Trip Records
- Duty Status Entry**
 - ☒ City
 - ☒ State
 - ☒ Odometer
- Fuel Entry**
 - ☒ State
 - ☒ Odometer
 - ☒ Tractor
 - ☒ Trip
- Yard Work Entry**
 - ☒ City
 - ☒ State
 - ☒ Type
 - ☒ Trip
- Expense Entry**
 - ☒ Trip Number
 - ☒ Odometer
- Revenue Entry**
 - ☒ Category
 - ☒ Trip Number
 - ☒ Rev. Type
- Trip Entry**
 - ☒ Origin City
 - ☒ Destination City
 - ☒ Tractor
 - ☒ Trailer
 - ☒ Beginning Odometer
- Manifest Entry**
 - ☒ Shipper
 - ☒ Consignee
 - ☒ Product
 - ☒ Trailer
 - ☒ Trip Number
- Maintenance Entry**
 - ☒ Maintenance Type
 - ☒ Repair Shop
 - ☒ Trip Number
 - ☒ Odometer
 - ☒ Tractor
 - ☒ Trailer
- Odometer Entry**
 - ☒ Category
 - ☒ Odometer
 - ☒ Trip Number
 - ☒ Tractor
 - ☒ Trailer
 - ☒ State

At the bottom of the dialog are two buttons: 'OK' (with a green checkmark icon) and 'CANCEL' (with a red X icon).

Figure 5.46. Auto-Fill Dialog

5.7.6. Changing Auto-Complete settings

As mentioned previously trucklogger support the concept of auto-completion which assists drivers in completing fields by suggesting previously entered values for that field. Its important that driver's don't confuse this feature with auto-fill. To configure auto-complete settings for log entry fields that supports this features follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Data Entry" sub-screen.
2. Under the "Auto Complete Settings" make sure the "Enable Auto-Complete" checkbox is checked, then click the Configure button beside the checkbox label and wait for the "Auto Complete Dialog" to appear see Figure 5.47, "Auto-Complete Dialog".

3. Each of the log entries that have fields that support auto-complete are listed in the Auto-Complete Dialog. When driver's want trucklogger provide auto-complete suggestions when drivers are typing in a value they should make sure the checkbox beside that field name is checked.
 4. If drivers want to clear an existing list of auto-complete entry suggestion they should click the red "X" to the right of the log entry field name checkbox.
- If drivers want to clear all auto-complete suggestion lists they should click the blue "clear all" link at the top of the Auto-Complete Dialog.

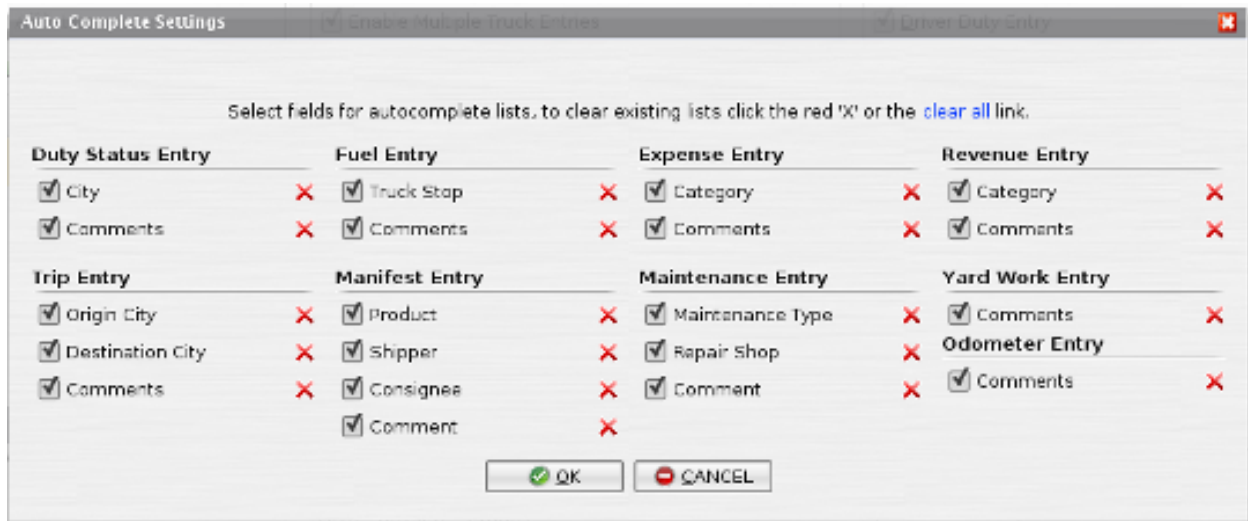


Figure 5.47. Auto-Complete Dialog

Chapter 6. Driver's Vehicle Inspection Report

The Vehicle Inspection Report screen provides a place for drivers to indicate the condition of the commercial motor vehicle that they are operating. Trucklogger provides two modes for the Vehicle Inspection Report screen. A 12 point inspection see Figure 6.1, “Vehicle Inspection Report (12 Point)” and a 50 point inspection see Figure 6.2, “Vehicle Inspection Report (50 Point)”. To switch between the DVIR inspection modes see Section 6.3, “Changing Vehicle Inspection Settings”.

Vehicle Inspection Report Oct 20, 2009

Are the following in Satisfactory Condition? PreTrip [Remarks](#)

Horn Wipers Seatbelt		Lights and Reflectors	
Mirrors And Glass		Coupling Devices	
Emergency Equipment		Tires And Rims	
Brakes and Trailer		Parking Brake	
Trailer And Load		Steering Mechanism	

☒ Satisfactory ☐ Unsatisfactory ☒ Clear ☐ Help

Figure 6.1. Vehicle Inspection Report (12 Point)

- 1 For drivers who need to fill out both a pre and post trip report each day, they can select between the two reports using this box.
- 2 This blue link provides a way for drivers add remarks to the driver vehicle inspection report see Section 6.2, “Adding Remarks to DVIR”.
- 3 When drivers click this button all of the field on the Vehicle Inspection Report will be marked as "Satisfactory".

- ④ When drivers click this button all of the field on the Vehicle Inspection Report will be marked as "Unsatisfactory".
- ⑤ When drivers click this button all of the field on the Vehicle Inspection Report will not be marked with any value, i.e. they will be blanked out or cleared.

Figure 6.2. Vehicle Inspection Report (12 Point)

6.1. Filling out a Vehicle Inspection Report

To complete a Driver Vehicle Inspection report for a log day follow the steps below.

1. Make sure that trucklogger is running, and the Vehicle Inspection Report screen is selected.
2. Select which report you are filling out for the selected log day depending on whether this report is for a "Pre-Trip" inspection or a "Post-Trip" inspection.
3. For each of the inspection items choose one of following states from the box of available

states.

Satisfactory: This should be selected when the item is good and safe operating condition.

Unsatisfactory: This should be selected when the item is not in good or safe working order.

Not Applicable: This should be selected when the item on the report does not apply to the commercial vehicle that the driver is operating.

6.2. Adding Remarks to DVIR

Sometimes when drivers encounter a problem during the course of their vehicle inspection they may want to add additional remarks to the report for the motor carrier or mechanic so that it's clear what defect was detected by the driver. To add remarks to a Vehicle Inspection Report follow the steps below.

1. Make sure that trucklogger is running, and the Vehicle Inspection Report screen is selected.
2. Click the blue "Remarks" link at the top of the screen, and wait for the remarks dialog to appear see Figure 6.3, "Vehicle Inspection Remarks Dialog".
3. Fill in the additional remarks that the drivers want printed on their Vehicle Inspection Report and then click the OK button.



Figure 6.3. Vehicle Inspection Remarks Dialog

6.3. Changing Vehicle Inspection Settings

The Vehicle Inspection Report screen can be configured for a brief 12 point inspection or a more detailed 50 point inspection. To change this settings follow the steps below.

1. Make sure you have trucklogger running and the Settings screen selected. Then select the Display sub-screen navigation item.
2. In the "Driver Vehicle Settings" section pick the "Brief (12 point)" for the 12 point inspection or the "Complete (50 point)" item for the 50 point inspection screen, see Figure 6.4, "Vehicle Inspection Settings".

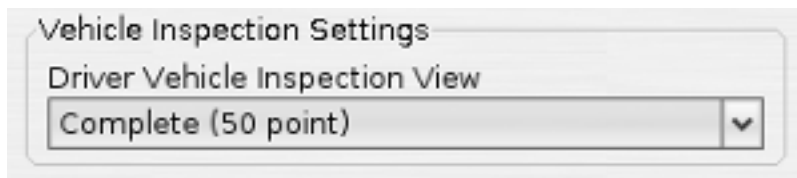


Figure 6.4. Vehicle Inspection Settings

Chapter 7. Printing, Emailing and Enforcement View of Logs

Trucklogger has multiple ways in which a driver can view and export their complete hours of service log for a 24 hour period. These include Printing paper hard copies of the logs, emailing a PDF of the logs to somebodies email address. And viewing hard copies of the log without printing (a.k.a. Enforcement View).

7.1. Printing Logs

Since it is required by FMCSA that drivers be able to produce a hard copy of their logs for the last 7 days of operation, its important that drivers familiarize themselves with the steps to print their logs. To print a hard copy of a driver's logs please follow the steps below.

1. Make sure trucklogger is running, and then click the File → Print Logs menu item or the "Print Logs" button located on the dock bar, see Chapter 3, *Application Navigation*. Then wait for the print dialog to appear see Figure 7.1, "Print Dialog".
2. Select the appropriate Log and DVIR format from the boxes located on the top of the print dialog. If drivers do not want to print a DVIR on their log sheet select the blank item under the DVIR format. For more information on customizing the way that the log is printed see Section 7.4, "Log Print Settings".
3. The driver then needs to select the log dates that they want to print. To select multiple days on the calendar the driver needs to press and hold in the "Ctrl" key on the keyboard while clicking on the dates. To select multiple dates in a row the driver needs to click the first date, then press and hold the "Shift" key on the keyboard, then select the last date in a row.
4. After selecting the log dates the driver has three options. Pressing the Print button see Section 7.1.1, "Sending Logs to Printer", Print Preview button see Section 7.1.2, "Print Previewing Log", or the Save as PDF button see Section 7.1.3, "Saving Logs as PDF".

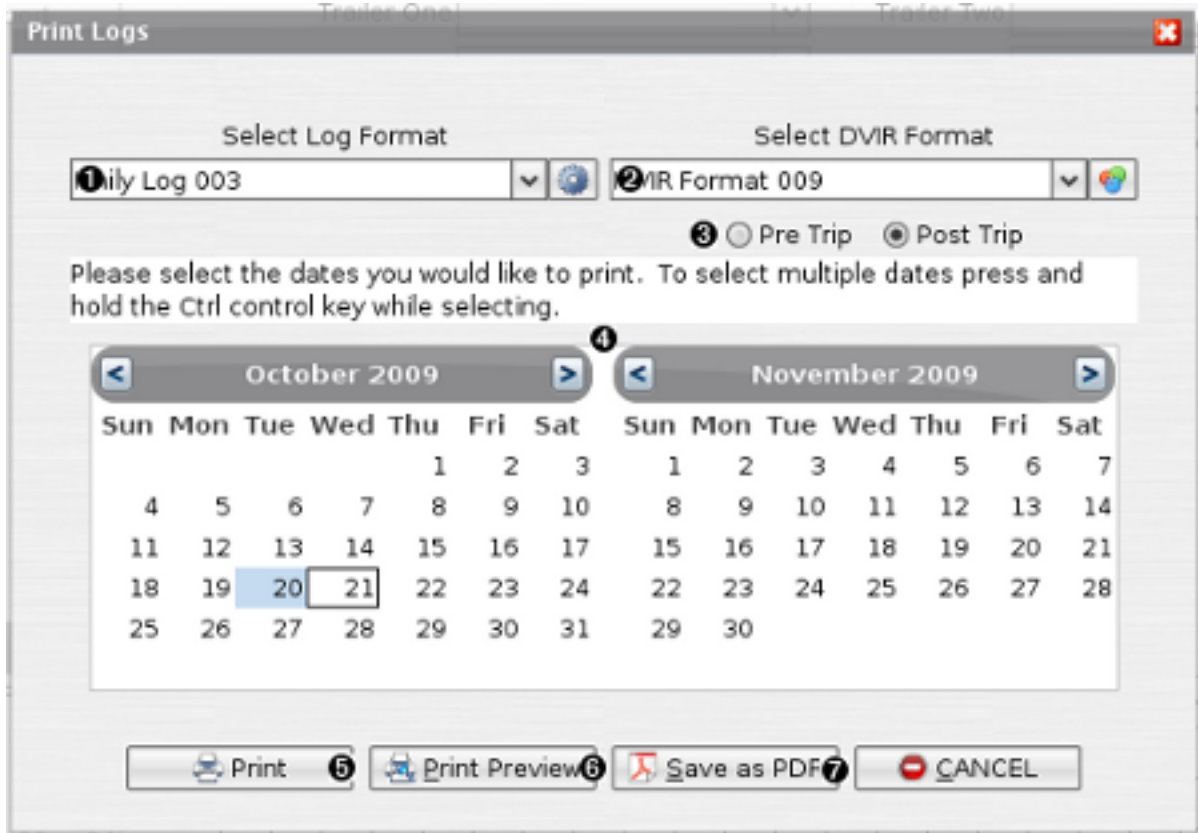


Figure 7.1. Print Dialog

- ❶ In this box drivers can select the log format that they want to print their logs in. Usually the format that drivers should print in is dictated by their carrier. There are also additional settings for each log format see Section 7.4, “Log Print Settings”.
- ❷ In this box drivers can select the Vehicle Inspection Report format that they want to print their logs in. Usually the format that drivers should print their DVIR in will be dictated by their motor carrier.
- ❸ This option will only be displayed when the DVIR selected does not support printing both the pre and post trip vehicle inspection report, in this case drivers will be required to select whether they want to print the pre or post trip report on their log.
- ❹ This is calendar to allow driver to select the log dates that they want to print. Drivers can scroll between the months by clicking the left and right arrow buttons.
- ❺ When this button is pressed a Printer Settings Dialog will be displayed allowing drivers to select their printer prior to printing their logs see Section 7.1.1, “Sending Logs to Printer”.
- ❻ When this button is pressed a Print Preview dialog will be displayed to allow drivers to review what their logs will look like when printed see Section 7.1.2, “Print Previewing Log”.
- ❼ When this button is pressed a Save Dialog will be displayed to allow drivers to save their logs as a PDF see Section 7.1.3, “Saving Logs as PDF”.
- ❽ When this button is clicked the print dialog will be closed and no logs will be printed.

7.1.1. Sending Logs to Printer

Clicking Print button will display the printer settings dialog and then allow the driver to send the logs to the printer to be printed. See Figure 7.2, “Printer Settings Dialog”.

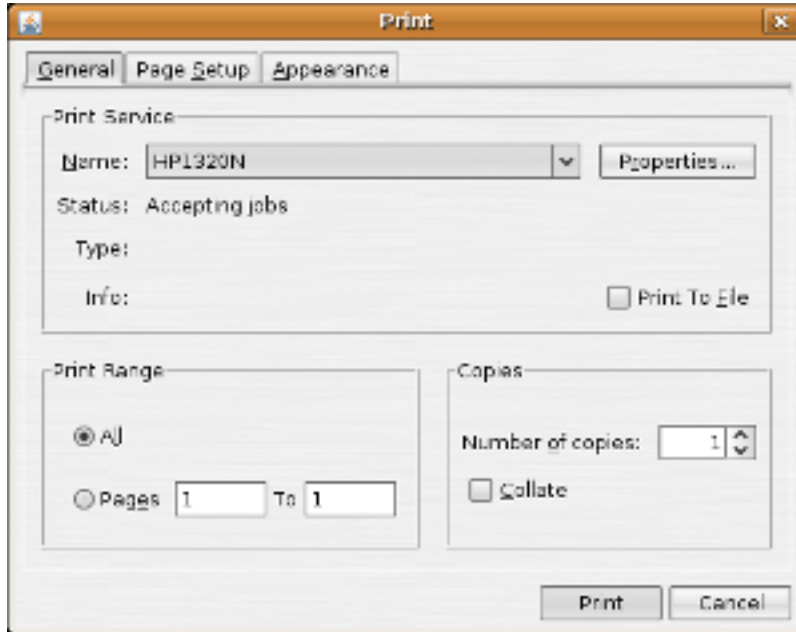


Figure 7.2. Printer Settings Dialog

After selecting the appropriate printer settings drivers should click the Print button on the Printer Settings dialog to send the logs to the printer to be printed.

7.1.2. Print Previewing Log

The Print Preview will display the print preview dialog for drivers to view what their printed logs will look like prior to sending them to the printer see Figure 7.3, “Print Preview Dialog”

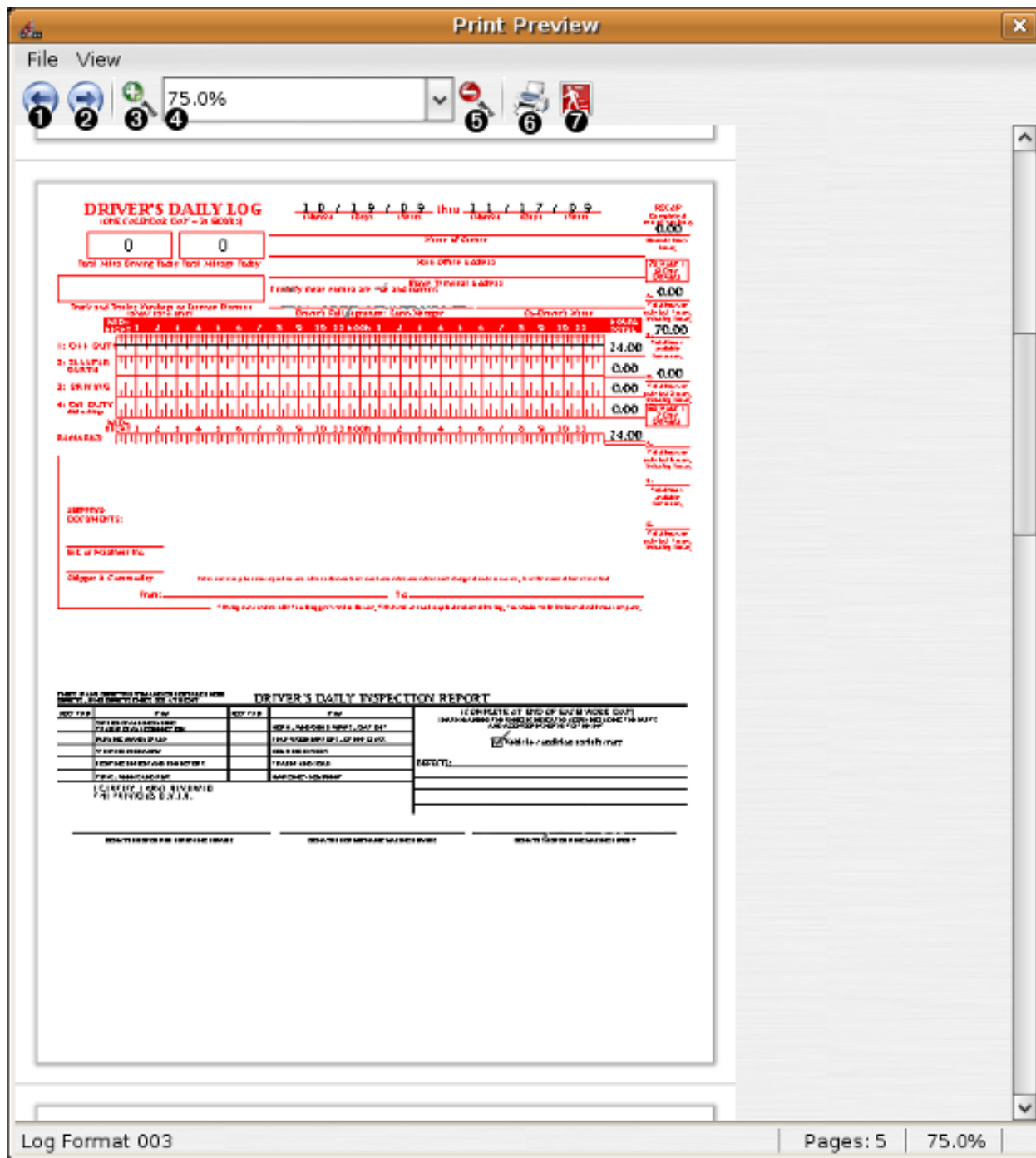


Figure 7.3. Print Preview Dialog

- ❶ If more than one log date has been selected for printing, this button can be used to scroll to the previous page when clicked.
- ❷ If more than one log date has been selected for printing, this button can be used to scroll to the next page when clicked.
- ❸ If this button is pushed the print preview view will be enlarged.

- ④ If this button is pushed the print preview view will become smaller.
- ⑤ This box will allow drivers to select the print preview zoom level the smaller numbers will make the view smaller, and the larger numbers will make the view larger.
- ⑥ When this button is pressed the Printer Settings Dialog will appear to allow the driver to select the printer to print the logs with see Section 7.1.1, “Sending Logs to Printer”.
- ⑦ When this button is pressed the print preview dialog will be closed.

7.1.3. Saving Logs as PDF

After clicking the Save as PDF button a save dialog will appear asking the driver to choose a filename and a location where they want to save the PDF of their logs too on their computer. After entering the filename drivers should press the Save button, see Figure 7.4, “Save Logs Dialog”.

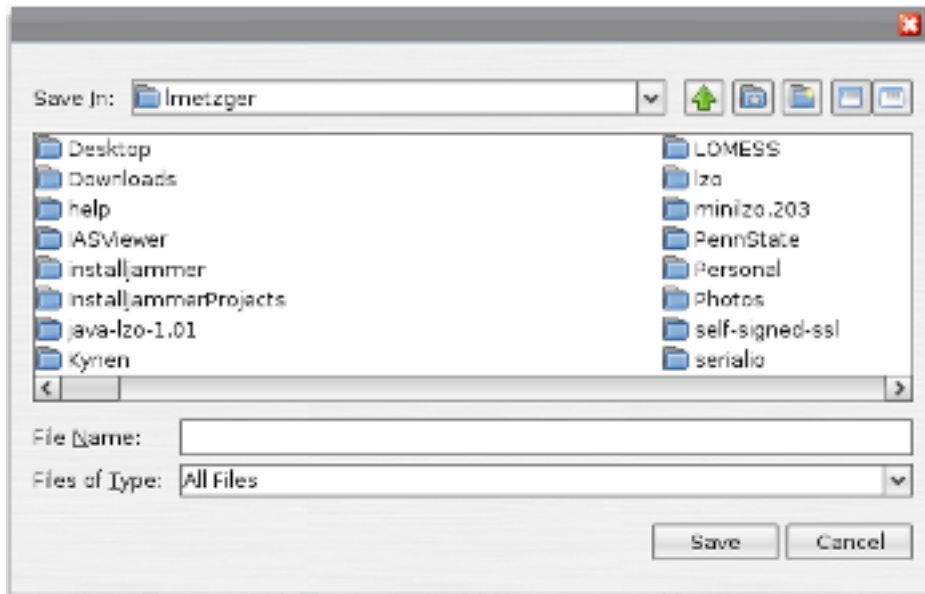


Figure 7.4. Save Logs Dialog

7.2. Emailing Logs

Some motor carriers will allow their drivers to submit their hours of service logs to them via email instead submitting hard copies through the mail. For a driver to submit their logs via email please follow the steps below.

1. Make sure trucklogger is running, then select the File → Email Logs menu item or the "Email Logs" button located on the dock bar and wait for the email logs dialog to appear, see Figure 7.5, “Email Logs Dialog”.
2. Select the desired log and DVIR formats, then enter in the email addresses, subject, email

message, and select the log dates that the driver wants to email.

3. Click the Email button and wait for the logs to be emailed. A Internet connection is required for this step to complete successfully.

Email Logs

Select Log Format
 ① Daily Log 003

Select DVIR Format
 ② DVIR Format 009

③ ☐ Pre Trip ☒ Post Trip

Email Addresses (Comma Separated)
 ④ metzger@silkspeed.com

Subject
 ⑤ Erin Metzger's Daily Logs - (10/20)

Message
 ⑥

Select Dates ⑦

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Email CANCEL

Figure 7.5. Email Logs Dialog

- ① In this box drivers can select the log format that they want to email their logs in. Usually the format that drivers should email in is dictated by their carrier. There are also additional settings for each log format see Section 7.4, “Log Print Settings”.
- ② In this box drivers can select the Vehicle Inspection Report format that they want to email their logs in. Usually the format that drivers should email their DVIR in will be dictated by their motor carrier.
- ③ This option will only be displayed when the DVIR selected does not support emailing both

the pre and post trip vehicle inspection report, in this case drivers will be required to select whether they want to email the pre or post trip report on their log.

- ④ This field is where driver should enter in the email address that that they want the logs emailed to. Drivers must enter a valid email address (ex. carrier@trucklogger.com). If drivers wish to email their logs to more than one email address they should enter the address in a comma separated list (ex. carrier1@trucklogger.com,carrier2@trucklogger.com).
- ⑤ The subject that the driver wants added to the email message that will be sent to the email recipients.
- ⑥ The message that the driver wants added to the email message that will be sent to the email recipients.
- ⑦ The log dates the driver wishes to email. Drivers and email up to 8 hours of service log dates in one message, by holding down the "Ctrl" key on the keyboard while selecting the log dates.

7.3. Law Enforcement View of Logs

Although drivers are not required to show their hours of service logs on their computer (only required to show printed hard copies) to law enforment officers. Some officers will allow drivers to show their logs on their computer. When officers request to view a drivers hours of service logs on their computer follow the steps below.

1. Make sure trucklogger is running, then click the File → Enforcement View menu item or the "Enforcement View" button located on the dock bar and wait for the Enforcement View Dialog to appear, see Figure 7.6, "Enforcement View Dialog"
2. The Enforcement View dialog will appear with the current days hours of service log in view. Enforcement offices can change the log dates by clicking the left and right date arrows located at the top of the enforcement view dialog.

Note

Although the law enforcement officer should never need to change the log and dvir format, it is possible for drivers to do this by clicking the double arrow expand button see Figure 7.6, "Enforcement View Dialog".

Figure 7.6. Enforcement View Dialog

The the format and look of logs that are printed by trucklogger is highly customizable. Below is a description of each of the settings that drivers can change to customize the log format the way they need prior to emailing or printing their logs.

Often times in this user manual we will refer to the settings below as "Print Settings". Its important to note that these settings actually affect not only the way that the logs look when printed, but also when they are emailed or shown to a law enforcement

officer via the "Enforcement View".

7.4.1. Selecting Log Format

The log format represents the general layout of the log of a log sheet where the log graph is positioned, whether or not it has a recap, etc. The majority of the log formats that trucklogger provides are daily logs, i.e. one log per 24 hours. However trucklogger does provide one monthly log format that will allow drivers to print a log with an entire month's worth of hours. Drivers should try all of the available log formats until they find the one that meets their needs.

Although drivers can select their log format at the time of printing, there is a global setting to allow drivers to select a default log format, to set this format follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. In the Log Format section, make sure the box "Always print logs with the following format" is checked. Then in the box below select the desired default log format, see Figure 7.7, "Log Format Settings".

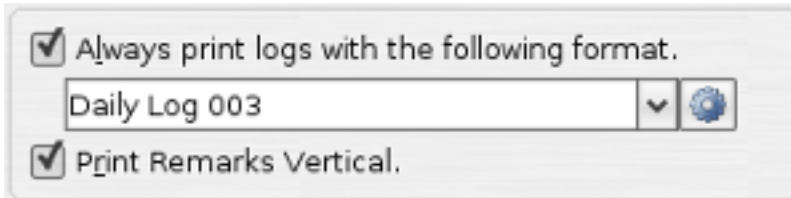



Figure 7.7. Log Format Settings

7.4.1.1. Individual Log Format Settings

Each of the individual log formats has their own individual settings that are specific to that particular log format. Some of the features that can be individually customized are the Log background color, the recap style if the log format has a recap, and the log entry font size. To change the individual log settings follow the steps below.

1. After selecting the desired log format see Section 7.4.1, "Selecting Log Format". Click the small button to the right of the log format box with the gear icon.  and wait for the individual log format settings dialog to appear see Figure 7.8, "Individual Log Format Settings".
2. The driver then needs to select their desired settings for the log format they have selected and then click the OK button.

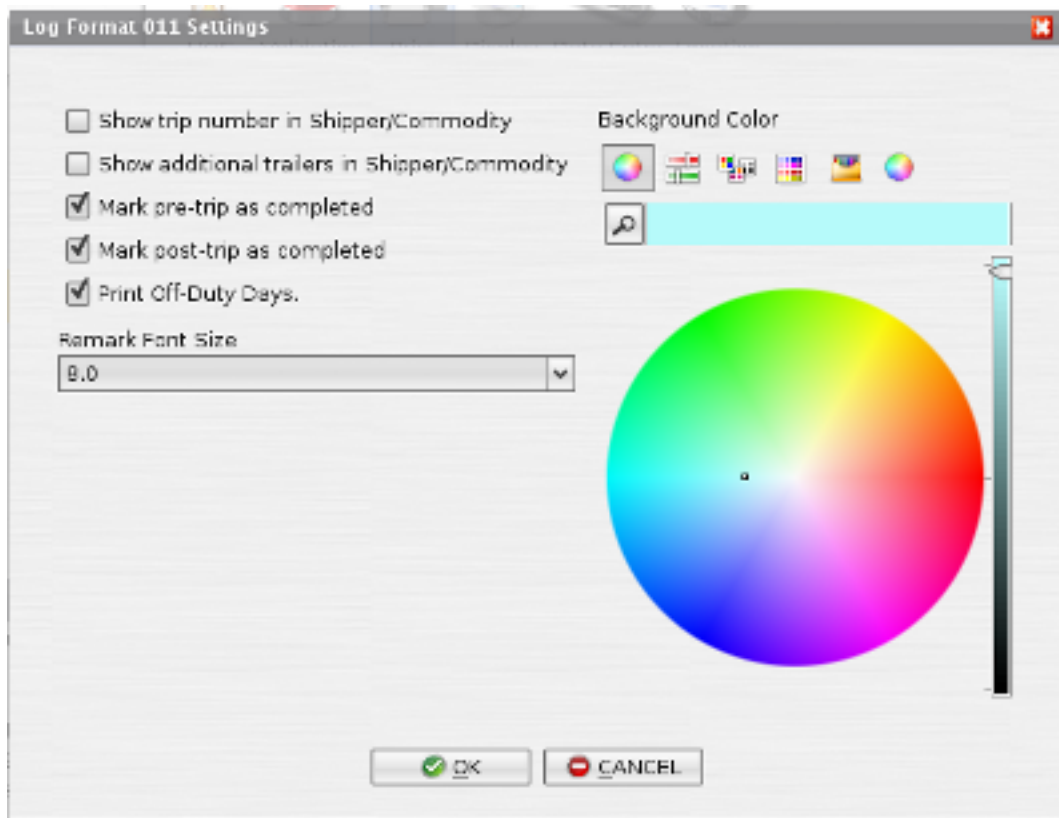


Figure 7.8. Individual Log Format Settings

Note

Its important for drivers to understand that each log format has its own custom settings that may vary based upon the log format itself, so drivers should follow the procedure above to customize each format they plan to use.

7.4.2. Selecting Affiliations to Print

Trucklogger provides drivers the ability to select which affiliation records they want printed on their log. In most cases to be legal by FMCSA standards drivers should enable the printing of all affiliations records on their logs. To disable printing/emailing of certain affiliation records follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. In the "Print Affiliations" a list of all the affiliation types that can be printed on the log are listed. Each type has a check box. To enable the affiliation type to be printed make sure the checkbox is checked. To prevent the affiliation from being printed make sure the checkbox is NOT checked, see Figure 7.9, "Affiliation Print Settings".



Figure 7.9. Affiliation Print Settings

7.4.3. Select Log Entries to Print

Although trucklogger attempts to provide a lot of log entry types so that drivers can properly record all information that pertains to the operation of their commercial vehicle. Some drivers may find that they don't want certain log entry information printed on the logs that they print and submit to their motor carrier or show to law enforcement. To disable the printing/emailing of certain log entry records on the log follow the steps below.


1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. Under the "Print Log Entries" section each of the log entry types are listed beside a checkbox, see Figure 7.10, "Log Entry Print Settings". To enable a log entry type for printing make sure the checkbox beside that type is checked. To prevent a log entry type from being printed on the log make sure the checkbox is NOT checked.



Figure 7.10. Log Entry Print Settings

7.4.4. Select Log Entry Fields to Print

Besides limiting the printing of entire log entry records, drivers can also choose individual fields of the log entry record that they do not want printed or emailed on the log that they submit to their motor carrier or law enforcement. To prevent individual fields on a particular log entry record from being printed follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. When a log entry type is enabled for printing see Section 7.4.3, "Select Log Entries to Print" then to the right of that log entry type name, will be a small pencil edit button . Click that pencil edit button and wait for the log entry field dialog for that log entry type to be displayed see ??? as an example for the duty status log entry.
3. For each of the log entry type fields select "Yes" if the driver wants that field printed in the remarks section of the printed log and "No" if the driver does not want that field printed.
4. After the driver has finished setting the print field settings the way they want, click the OK button to save the changes.

7.4.5. Selecting Log Entry Orientation

Trucklogger provides drivers the ability to print the log entries in two orientations on the log, vertical (in line with the log graph) and horizontal with the date/time printed beside the entry. It should be noted that when printed in Horizontal mode the "Remarks" grid will not be printed below the log graph to provide more room for log entry remarks to be printed on the log. To change the log entry printing orientation follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. Under the log format section see Figure 7.7, "Log Format Settings" there is a checkbox label "Print Remarks Vertical". When this box is checked the log entries will be printed vertical, when the box is NOT checked the log entries will be printed horizontal in the remarks section.

7.4.6. Selecting Violations to Print

Although FMCSA requires that any hours of service violations be listed on the drivers log along with the reason the violation occurred trucklogger does provide drivers the ability to select which violations they want printed on their logs. To prevent certain log violations from being printed on the log follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. In the "Print Log Violations" section see Figure 7.11, "Log Violation Print Settings" a list of all the log violations that trucklogger generates are listed. Beside each violation type is checkbox. When the checkbox is checked any log violations of that type that occurred on the log date being printed will be printed on the log. When the checkbox is NOT check the log violation will not be printed on the log.

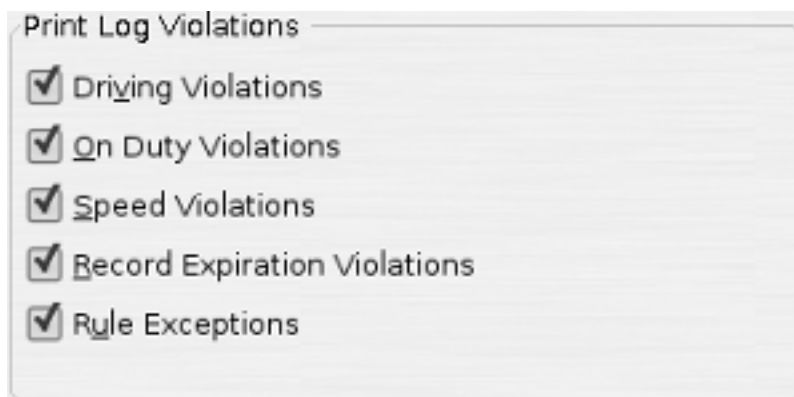


Figure 7.11. Log Violation Print Settings

7.4.7. Configuring a Signature to Print

Trucklogger also supports the ability for drivers to import a hand written signature as an image that will be printed on their logs. To enable this feature follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected. Then select the "Print" sub-screen.
2. Under the "Print Signature" section check the box labeled "Print Signature on Log" to place a signature on the printed log see Figure 7.12, "Signature Print Settings". It should be noted that drivers must first import a signature into trucklogger before a signature will be printed on the log see Section 7.4.7.1, "Setting a Signature Image".



Figure 7.12. Signature Print Settings

7.4.7.1. Setting a Signature Image

To set a signature image to be printed on thier logs follow the steps below.

1. Make sure that trucklogger is running with the Settings screen selected, then select the "Print" sub-screen.
2. In the "Print Signature" section click the Set Signature button and wait for the import driver signature dialog to appear, see Figure 7.13, "Import Signature Dialog".
3. Follow the instructions on the import signature dialog for importing a signature image. The image must be a PNG, JPEG, or GIF. Drivers need to write their name on a piece of paper and scan that paper with a scanner, or write their signature in a drawing program to get a signature image.
Once the image is imported drivers need to scale and move the image to center it in the box in the middle of the dialog.
4. After the image has been imported, scaled and centered drivers need to click the OK button to save the signature.

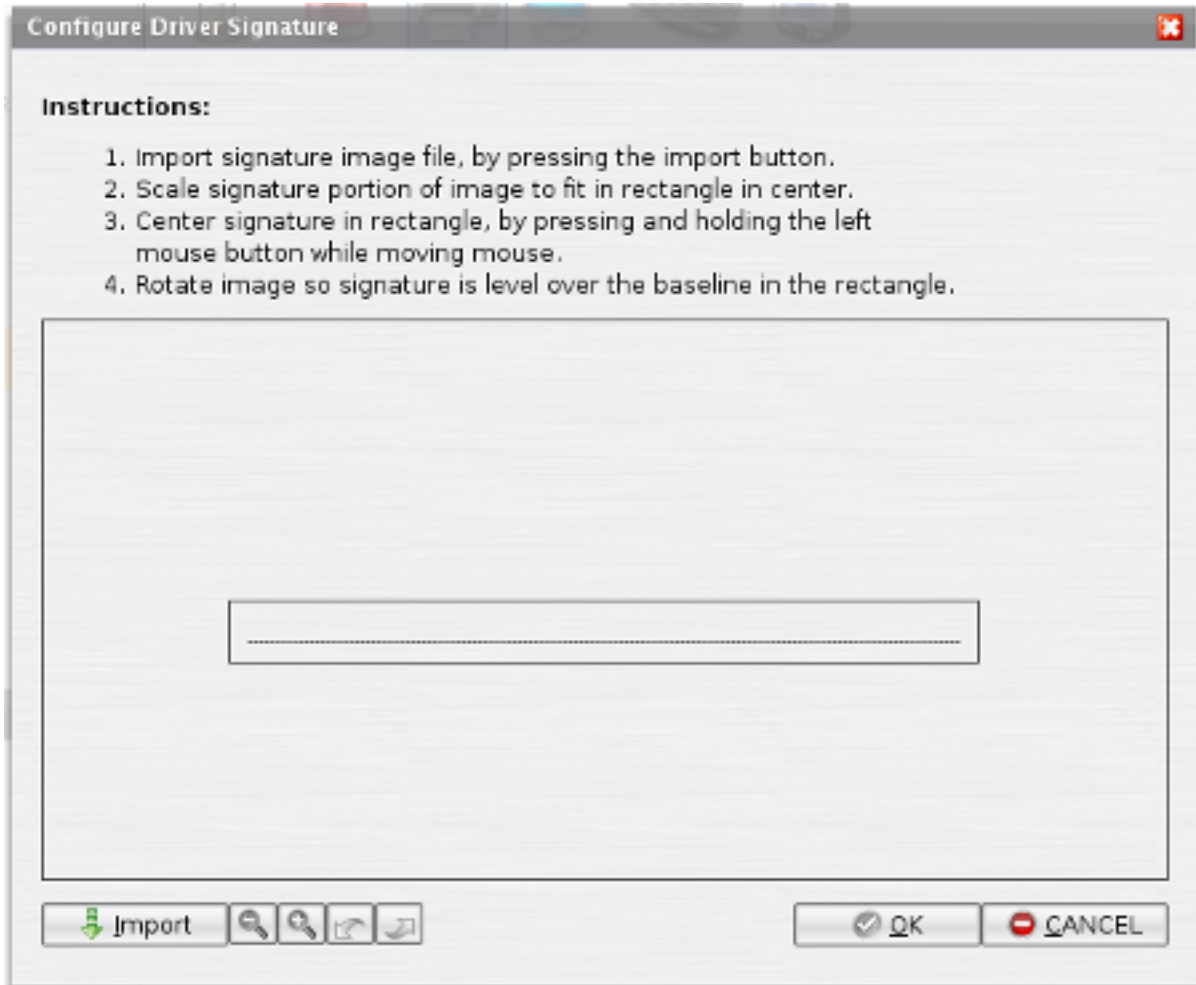


Figure 7.13. Import Signature Dialog

7.4.8. Selecting Vehicle Inspection Report Format

Trucklogger provides several vehicle inspection report formats to allow drivers to print a inspection report in the format that their motor carrier requires. Although drivers have the option to change the DVIR format each time they print or email their logs, they can also change the default DVIR format by following the steps below.

1. Make sure that trucklogger is running with the Settings screen selected, then select the "Print" sub-screen.
2. Under the DVIR Format section see Figure 7.14, "DVIR Format Section" make sure the "Always print DVIRs with the following format" checkbox is checked. Then select the desired default DVIR format.

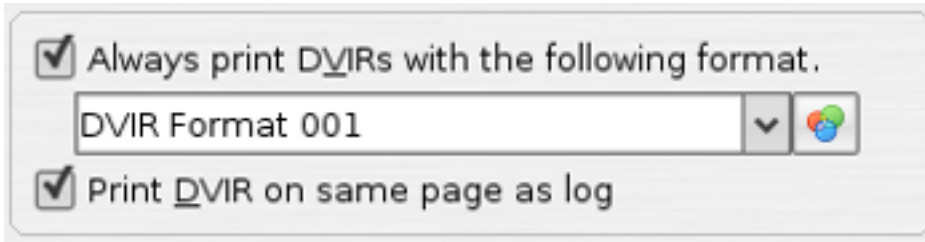



Figure 7.14. DVIR Format Section

7.4.8.1. Selecting Vehicle Inspection Report Color

Trucklogger also provides drivers with the ability to change the color of their vehicle inspection report. To change the inspection report color follow the steps below.

1. Make sure that trucklogger is running with the Settings screen selected, then select the "Print" sub-screen.
2. Under the DVIR Format section see Figure 7.14, "DVIR Format Section" to the right of the DVIR format selection box is a small button with a color wheel  and wait for the individual log format settings click that button and wait for the color chooser dialog to appear.
3. Choose the desired inspection report color, and then click the OK button to save the new color.

7.4.8.2. Printing the DVIR on the same page as the log

Trucklogger allows driver to choose whether they want to print their Vehicle Inspection Report on the same paper as thier hours of service log. This setting is enabled by default, to change this setting follow the steps below.

1. Make sure that trucklogger is running with the Settings screen selected, then select the "Print" sub-screen.
2. When a DVIR Format is selected in the DVIR Format box, then a checkbox "Print DVIR on same page as log" will be displayed. When this checkbox is checked then the DVIR will be printed on the same 8.5" x 11" sheet of paper as the hours of service log.
It should be noted that certain log and DVIR combination allow drivers to print two logs per page so this option will not be available in that instance.

7.4.8.3. Printing Two Log Per Page

When drivers choose not to print a DVIR with their hours of service log, or the hours of service log provides room for two log sheets and a DVIR, drivers can choose to print 2 log sheets per

page. To enable this feature follow the steps below.


1. Make sure that trucklogger is running with the Settings screen selected, then select the "Print" sub-screen.
2. In the DVIR Format section see Figure 7.14, "DVIR Format Section" make sure that there is no DVIR format selected, i.e. the DVIR format is blank.
3. When the DVIR Format box is empty the checkbox labeled "Print DVIR on same page as log" will change to "Print two logs per page". When this box is checked two log days will be printed on one standard 8.5" x 11" sheet of paper.

Chapter 8. Driver Reports

8.1. Generating a Report

Although the reports are significantly different the steps required to generate a report are similar for most of the reports that drivers can create in trucklogger. To generate a log report for any of the report types listed in the subsequent sections follow the steps below.

1. Make sure trucklogger is running with the Reports screen selected, then select specific sub-screen for the report type that the driver wants to generate.
2. All report types will have a "Start Date" and "End Date" criteria. Some reports may have additional criteria fields which will be discussed under the individual report type.
Fill out the start and end date field for a date range that the driver wants the report to cover see Figure 8.1, "Report Criteria".
3. Click the Generate Report button. Its important to note that the criteria that the driver selects must cover at least two log entry types of that type for the report to be generated.



Days Out Report Criteria

Start Date
Sun 11/01/2009 ▼

End Date
Tue 12/01/2009 ▼

 **Generate Report**

Figure 8.1. Report Criteria

8.2. Report Navigation

Every report generated in trucklogger has the same universal toolbar that allows drivers to save, print, and zoom on the report see Figure 8.2, "Report Toolbar" for a complete list of the function of each of the buttons on the report toolbar.



Figure 8.2. Report Toolbar

- ❶ Allows drivers to save the report in various formats. It is recommend that drivers save the report in PDF format by changing the "Files of Type" to PDF (*.pdf).
- ❷ Allows drivers to print the report with a printer connected to their printer.
- ❸ Navigates to the first page of the report.
- ❹ Navigates to the previous page of the report.
- ❺ Navigates to the next page of the report.
- ❻ Navigates to the last page of the report.
- ❼ The fit page button scales the report so that both the height and width of the report will fit within the report frame.
- ❽ The fit height button scales the size of the report to fit the height of the report frame.
- ❾ The fit width button scales the size of the report to fit the width of the report frame.
- ❿ The zoom in button enlarges the size of the report.
The zoom out button shrinks the size of the report to make more visible in the report frame.
Closes the current report and navigates back to the criteria screen to allow drivers to generate a different report with different criteria.

8.3. Days Out Report

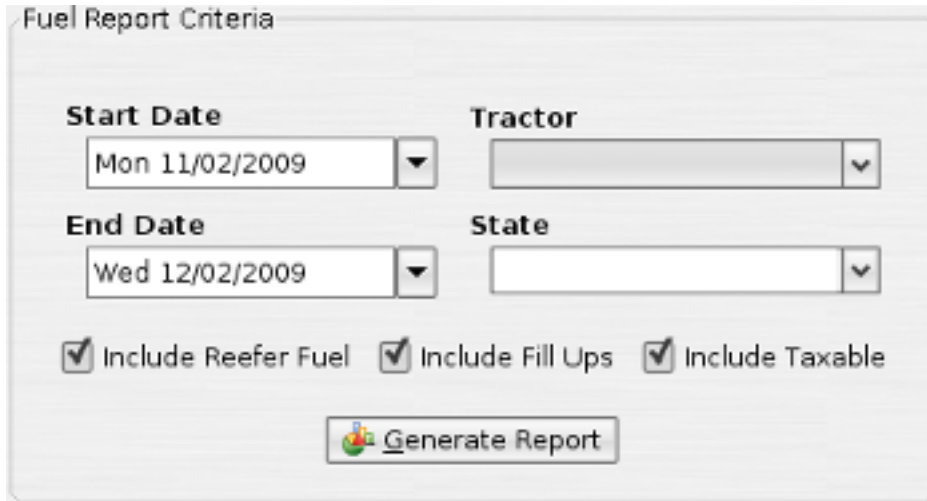
This report will show which days the driver was considered "Over the road" and eligible for per diem. This report will total all Days Out for an entire time period so that drivers can use this report to fill out their income taxes at the end of the year.

8.4. Distance/Speed Report

This report will show the number of miles driven and the average driving speed for the selected period of time. Drivers can use this report to get an idea of how many miles that they have driven within the course of a month or year.

8.5. Fueling Report

The fuel report shows how many gallons of fuel a driver has purchased over a period of time, as well as how many miles per gallon the driver is getting on over the selected period of time. This report has additional criteria fields to allow the driver to select a particular tractor or state to filter the fuel records used to generate the report by see Figure 8.3, "Fuel Criteria"



The 'Fuel Report Criteria' form contains the following elements:

- Start Date:** A date picker set to 'Mon 11/02/2009'.
- Tractor:** An empty dropdown menu.
- End Date:** A date picker set to 'Wed 12/02/2009'.
- State:** An empty dropdown menu.
- Checkboxes:** Three checked checkboxes labeled 'Include Reefer Fuel', 'Include Fill Ups', and 'Include Taxable'.
- Generate Report:** A button with a small icon and the text 'Generate Report'.

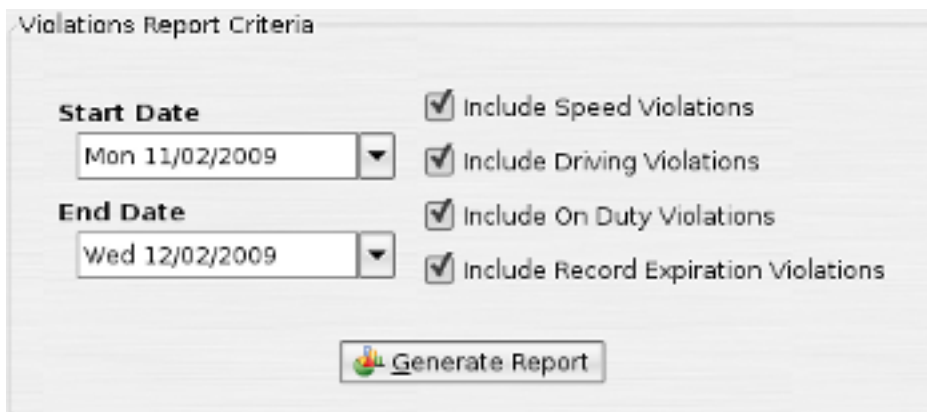
Figure 8.3. Fuel Criteria

8.6. Hours Report

The hours report breaks down for drivers how many hours were spent for each duty status during the selected time period. The report also shows the number of average hours worked during that time period.

8.7. Violations Report

The violations report shows any violations that a driver may have incurred during the course of the selected time period. This reports search criteria has additional fields to allow drivers to select the individual violations that they want shown on the report see Figure 8.4, “Violations Criteria”.



The 'Violations Report Criteria' form contains the following elements:

- Start Date:** A date picker set to 'Mon 11/02/2009'.
- End Date:** A date picker set to 'Wed 12/02/2009'.
- Checkboxes:** Four checked checkboxes labeled 'Include Speed Violations', 'Include Driving Violations', 'Include On Duty Violations', and 'Include Record Expiration Violations'.
- Generate Report:** A button with a small icon and the text 'Generate Report'.

Figure 8.4. Violations Criteria

8.8. Trips Report

The trips report shows a summary view of all the trips that the driver has been on during the course of the selected time period, as well as showing a comparison between the drivers routed miles vs actual miles driven.

8.9. Manifests Report

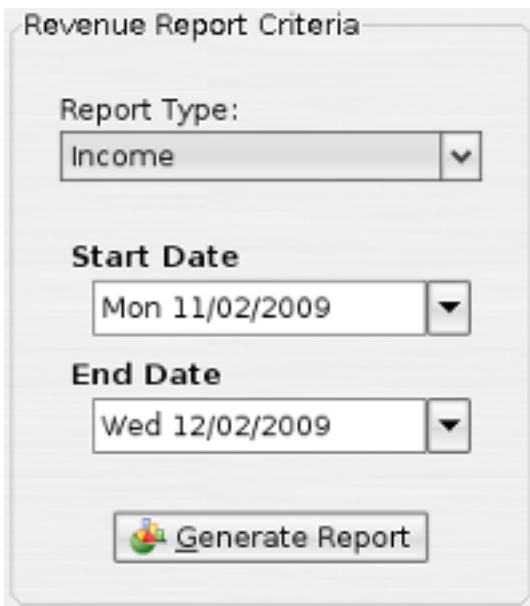
The manifests report shows a summary view of all load manifests that the driver has entered during the course of the selected time period.

8.10. Printing Report

The print report shows a summary of what log dates the driver has printed to be submitted to their motor carrier. This report will show the number of copies printed and the date/time that the log was printed. This report will only work if the "Create Print Records" setting is enabled.

8.11. Profit/Loss Report

The profit loss report shows a summary of all the income and expense records that the driver has entered during the period of the selected date range. This report has additional criteria options such as "Income", "Expense", and "Profit/Loss" see Figure 8.5, "Profit/Loss Criteria".



The image shows a software dialog box titled "Revenue Report Criteria". It contains three dropdown menus: "Report Type:" with "Income" selected, "Start Date" with "Mon 11/02/2009" selected, and "End Date" with "Wed 12/02/2009" selected. At the bottom is a button labeled "Generate Report" with a small icon to its left.

Figure 8.5. Profit/Loss Criteria

8.12. All Entries Report

This report allows drivers to see a summary of all the log entries that they have entered during the selected period of time. This report has additional criteria options to allow drivers to filter which log entries are listed in the report see Figure 8.6, “All Entries Criteria”.

Entries Report Criteria

Start Date
Mon 11/02/2009

End Date
Wed 12/02/2009

☒ Include Fuel Entries ☒ Include Revenue Entries
☒ Include Trip Entries ☒ Include Maintenance Entries
☒ Include Duty Status Entries ☒ Include Logs Turned In Entries
☒ Include Comment Entries ☒ Include Yard Work Entries
☒ Include Manifest Entries ☒ Include Expense Entries ☒ Include Odometer Entries

Generate Report

Figure 8.6. All Entries Criteria

Chapter 9. GPS Support and Map Viewing

Trucklogger provides support for various GPS devices on certain operating systems. If a driver has a GPS device that is supported by trucklogger they will be able to keep a record of where they have driven through out the day and have a hours of service log automatically constructed from those GPS entries. The recording of GPS coordinates also allows trucklogger to provide a tracklog displayed on a map of the geographical locations that the driver has been as well as several other features. For a complete list of the GPS device supported see the table below. Drivers should verify the compatibility of their GPS device before trying to use it with trucklogger.

Some GPS devices will store a track log of all the locations that a driver has driven throughout the course of the day. For these types of devices it is not required to have the GPS device connected to trucklogger and running while the driver is driving.

For devices that do not store a track log of GPS coordinates on the device drivers must keep trucklogger running and the GPS device connected to trucklogger for the GPS coordinates to be record.

Warning

The trucklogger team does not advocate drivers leaving their computers running while driving down the road and drivers must assume all risk of damage to their computer equipment that may come from operating a computer with the road vibrations that occur while driving.

Table 9.1. Supported GPS Devices

GPS Device	Supported Operating Systems	Lat/Lon stored on device
Garmin Nuvi	Windows, Mac OS X, Linux	Yes
TomTom	Windows, Mac OS X, Linux	Yes (With Event Logger)
Microsoft Streets	Windows, Linux	No
Delorme Earthmate	Windows (With Emulator), Linux	No

9.1. Map Viewer

The map view in trucklogger provides a way for drivers to see a geographical view of their daily activities. It has several map overlays that include a driving and speeding track, carrier, customer, and duty status log entry overlays see Figure 9.1, “Map Viewer”.

Its important to note that the map displayed in the map view is loaded from the Internet. Drivers

must have a connection to the Internet before trying to view the map. Driver do have the option to store map images in a local cache so that subsequent views of the same map region will not require a Internet connection (of just that region). See Section 9.4, “Caching Map Images”.

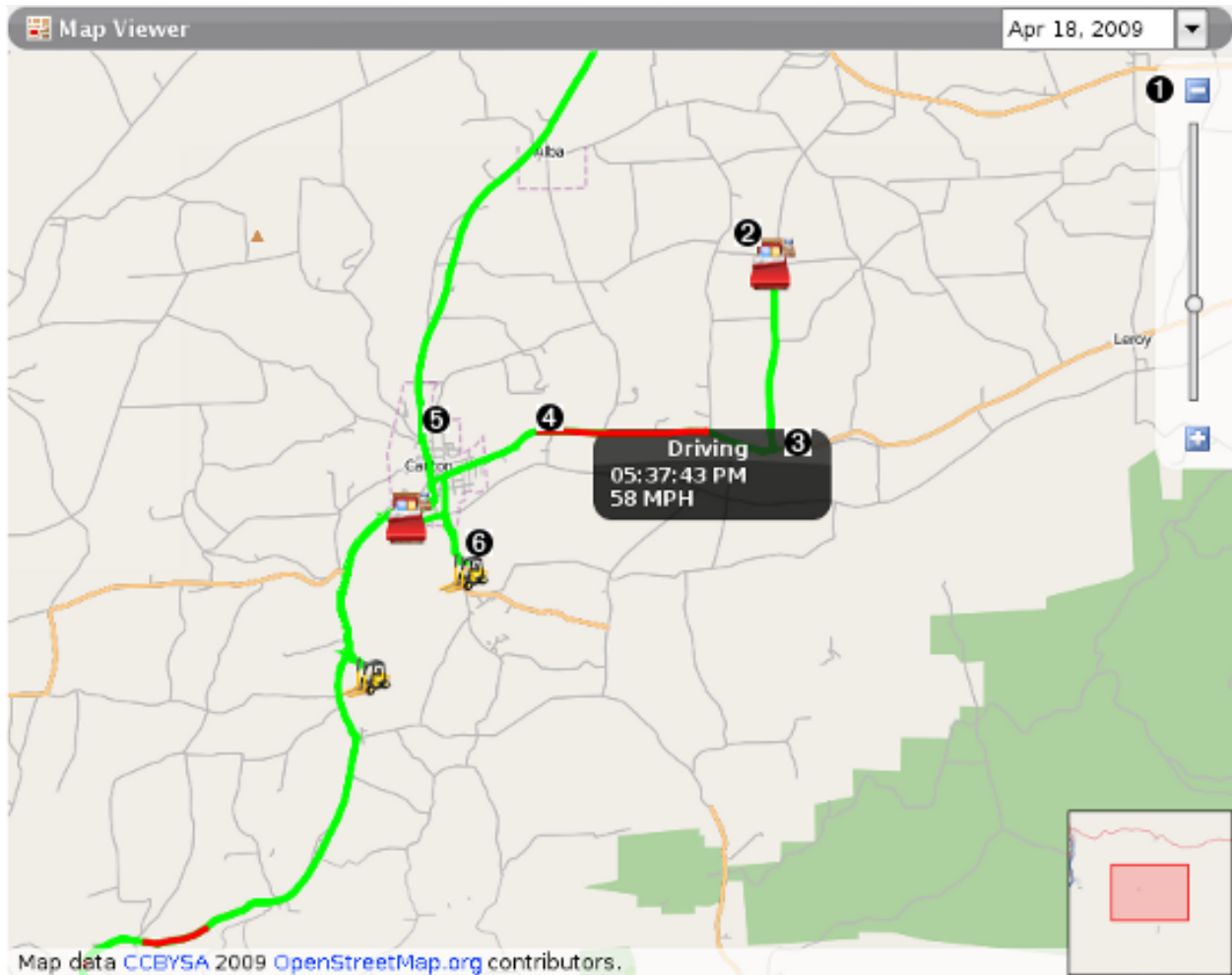


Figure 9.1. Map Viewer

- ❶ This slider bar with a zoom in and zoom out button allows the driver to enlarge or shrink the geographical map.
- ❷ This icon represents a point during the 24 hours log period where the driver had a duty status of sleeper berth. The driver can hover over the icon for more details.
- ❸ When a driver hovers over a map overlay icon or ground track more details are displayed about that item in a black box. In this figure the details of the speeding track are show.
- ❹ The speed track is represented by a red line, and represent any point while the driver was driving that their speed exceeded the speed that they set for the trucklogger "Speed Settings". A driver can hover over a speed track line to get more details.
- ❺ The ground track is represented by a green line, and shows the location of where the driver has driven too at any point in time through-out the course of the log date. The driver can hover over a ground track line to get more details.

- ⑥ This icon represent a point when the driver's duty status was considered On Duty Not Driving. A driver can hover over a on duty not driving icon to get more details.

9.1.1. Vehicle Ground Track Map Overlay



The green line ground track map overlay shows where on the geographical map that the driver was and their speed at any point in time during the selected 24 hour log date. Drivers can get additional details about the ground track by hovering their mouse over the green line.

9.1.2. Vehicle Speed Track Map Overlay



The red line speed track map overlay shows where on the geographical map that the driver's speed exceeded the global "Speed Settings" value that is set in the application. Drivers can get additional details about the speed track by hovering their mouse over the red line.

9.1.3. Duty Status Location Map Overlay

The duty status icons represent locations on the geographical map where the driver has stopped, and their duty status is one of the following.



On Duty Not Driving



Sleeper Berth



Off Duty

9.1.4. Carrier Location Map Overlay

The carrier icon map overlay shows the physical location of the carrier main office and terminal addresses on the geographical map. Drivers can obtain additional information by hovering over the the carrier icon.



Main Office Address



Terminal Address

9.1.5. Customer Location Map Overlay

The customer icon map overlay shows the physical location of the customers billing address on the geographical map. Drivers can obtain additional information by hovering their mouse over the customer icon.



9.2. Configuring a GPS device

Depending on the device configuring a GPS device to work with trucklogger can be somewhat challenging. Follow the step below to configure your GPS device with trucklogger. For the Garmin Nuvi or TomTom GPS devices see ????. For the Microsoft Streets or Delorme device see ???

9.2.1. Configuring Garmin Nuvi or TomTom Devices

1. Make sure you have trucklogger running with the Settings screen selected, then select the "Location" sub-screen.
2. Make sure the GPS device is connected to their laptop via the appropriate USB cable.
3. Under the "GPS Device Settings" section see Figure 9.2, "Garmin and TomTom Configuration" select the GPS device type of "Garmin Nuvi" or "TomTom" depending on your GPS device type.
4. Wait approximately one minute to allow trucklogger to download the GPS coordinates from your device.

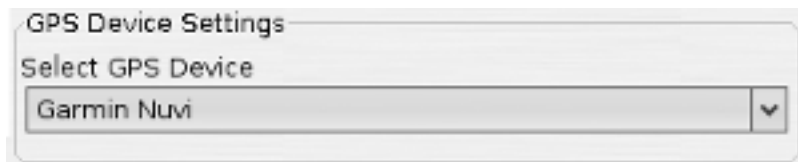


Figure 9.2. Garmin and TomTom Configuration

Note

For the day to day operation of trucklogger with a gps device of this type driver should first start trucklogger. Then connect the GPS device to their computer with the USB cable, and wait approximately one minute for trucklogger to download the GPS locations that are stored on the gps device to trucklogger.

9.2.2. Configuring Microsoft Streets or Delorme Devices

1. Make sure you have trucklogger running with the Settings screen selected, then select the "Location" sub-screen.
2. Make sure the GPS device is connected to their laptop via the appropriate USB cable.
3. Under the "GPS Device Settings" section see Figure 9.3, "Microsoft and Delorme Configuration" select the GPS device type of "Microsoft Streets" or "Delorme" depending on your GPS device type.
4. Once the "Microsoft Streets" or "Delorme" gps device is selected two additional boxes will appear "Port" and "Baud Rate". Drivers should use these boxes to select their gps device specific settings.

Determine the "Port" can be the most difficult part for most driver's, and they may want to use some other mapping program to determine which port their device is actually connected on.

Generally a "Baud Rate" of 4800 or 9600 are good settings for most gps devices of this type and drivers should configure there device with these speed before trying to set the baud rate to some other value.

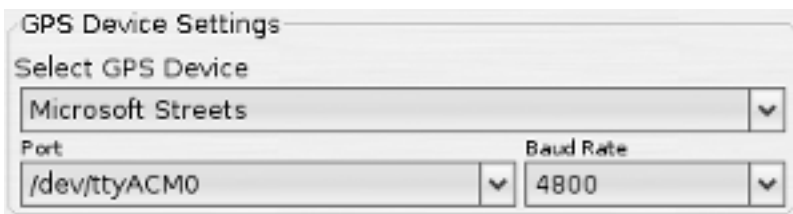


Figure 9.3. Microsoft and Delorme Configuration

Warning

If you use some other mapping program that needs to connect to your GPS device you will not be able to run both the mapping program and trucklogger at the same time, without installing a program that splits the gps signal between multiple applications. Two such programs are [XPort](#) which is a free program, or [GPS Gate](#) which is a commercial program that costs money. Trucklogger has no association

with either of these programs and will not be able to provide support to drivers on how to use or configure this software to share your GPS device.

9.3. Enabling/Disabling Map Overlays

Trucklogger provides the ability for drivers to disable individual map overlay types if they don't want that information displayed on the geographical map view of the log day. To enable or disable the map overlays follow the steps below.

1. Map sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "Map Settings" section see Figure 9.4, "Map Settings" each of the map overlay types is listed with a checkbox beside each. To disable a map overlay uncheck the checkbox beside that particular overlay type. To re-enable the overlay simply re-check the checkbox.



Figure 9.4. Map Settings

9.4. Caching Map Images

Trucklogger loads its map images from the Internet. So drivers are required to have a Internet connection to view the geographical map in the map viewer. However drivers can enable map image caching which will stored viewed map tiles on the drivers local computer. If a map image is cached locally a Internet connection will not be required for future views of that region of that map. By default map image caching is enabled. To disable this feature follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Location" sub-screen.
2. Under the "Map Settings" section see Figure 9.4, "Map Settings" the first item is a checkbox labeled "Cached viewed map images" when this box is checked map images will be cached locally on the drivers computer, to disable this feature uncheck this checkbox.

Chapter 10. Log Backups

10.1. Remotely backing up and synchronizing logs

The Log Synchronization service allows drivers to maintain a backup of their daily logs on the TruckLogger server for restoration in the event of a computer crash. It also allows drivers to synchronize their logs between two or more computers. So that drivers could edit their logs on a laptop in the Truck and on a desktop at home and keep their logs synchronized between the two computers. To synchronize your logs from trucklogger follow the steps below.

Note

To use the Log Synchronization feature driver's must be subscribers of the TruckLogger Subscription Service which has a separate and on going subscription fee.

Procedure 10.1. Steps to Synchronize Logs

1. Click the File → Synchronize Logs menu item, and wait for the "Synchronization Dialog" to appear see Figure 10.1, "Synchronize Logs Dialog".
2. Ensure that your computer is connected to the Internet.
3. Click the Synchronize Now button.

10.1.1. Synchronization Version Conflict

When a driver has edited a log on one computer and then synchronized it with the trucklogger server, then edited the same log on another computer without first synchronizing before making the change. When the driver attempts to synchronize their logs on the second computer they will likely get a version conflict. When this occurs the driver has two options.

Overwrite changes with the records from the other computer: This option will preserve the log record from the first computer overwriting any changes the driver just made on their second computer.

Overwrite changes from the other computer with my records: This option will preserve log record on the second computer that was just edited overwriting the version that was previously synchronized to the server.



Figure 10.1. Synchronize Logs Dialog

10.2. Making a local backup of the logs

Trucklogger provides a way for drivers to make local backups of their logs database. These local backups will be automatically created each time the driver exists the program, unless automatic backups are disabled. To create a local backup of the logs database follow the steps below.

1. Make sure trucklogger is running then click the File → Backup Manager and wait for the backup manager dialog to appear see Figure 10.2, “Backup Manager Dialog”.
2. Click the Backup button, this will create a backup of the drivers logs database in its current state and display that backup as a item in the backups table with the current date/time.
3. If the driver wants to export the backup that they just created to a external hard-drive or thumb drive. Then the driver should select the new backup (date/time) in the backups table and then click the Export button and wait for the Save Dialog to appear.
4. The driver then needs to select the location where they want to export the logs database too and click the Save button.

10.3. Restoring logs from a local backup

Once drivers have a local backup of their logs, they can restore their logs to that local backup. When automatic backups are enabled this feature can be useful to allow drivers to restore their

logs to a previous date/time in the past in the event that they entered erroneously entered data and want to delete it. To restore the logs database from a local backup follow the steps below.

1. Make sure trucklogger is running then click the File → Backup Manager and wait for the backup manager dialog to appear see Figure 10.2, “Backup Manager Dialog”.
2. If the backup the driver wants to restore is listed in the backup managers list of backups then drivers can skip to the next step.
If the backup the driver wants to restore too is not listed in the backup managers list of backups then the driver needs to click the Import button. Once the open dialog appears, drivers need to find the logs database backup that they want to restore too on their computer or external hard-drive and then click the Open button. This will then list the backup in the list of backups in the backup manager.
3. The driver then needs to select the backup (date/time) from the list of backups in the backup manager.
4. Click the Restore button to restore the logs to the selected backup point.

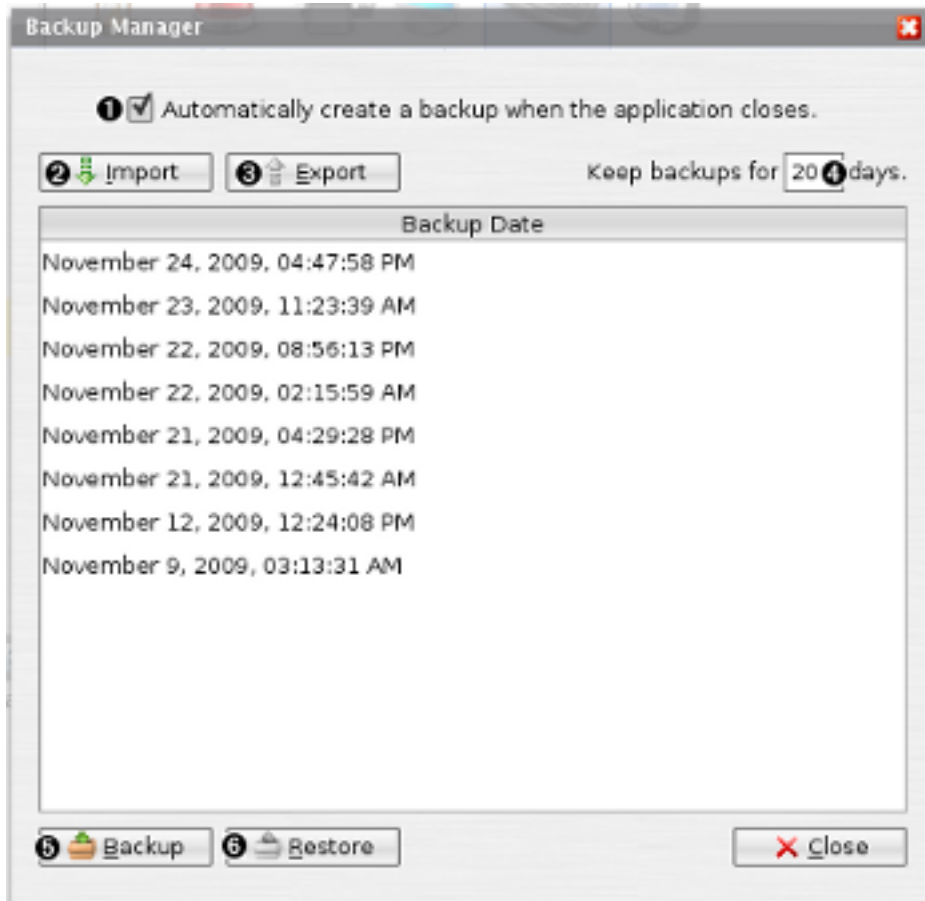


Figure 10.2. Backup Manager Dialog

- ❶ This checkbox allows drivers to enable or disable automatic backups. When the checkbox is checked automatic backups of the log database will be created each time the driver closes the program. When the checkbox is NOT checked no automatic backups will be created.
- ❷ This button will allow drivers to import an external logs database file into the backup manager.
- ❸ This button will allow driver to export a logs database backup to an external location such as a hard-drive or thumb drive.
- ❹ This textfield allows drivers to set the number of days in the past that trucklogger will keep the logs backups of a drivers log database.
- ❺ This button allows drivers to create a backup of the logs database in its current state, and then lists the backup (date/time) in the backups table.
- ❻ This button allows drivers to restore a selected backup from the list of available backups in the backup managers table. When clicked the drivers logs will be restored to that backups state at the (date/time) it was created.

Chapter 11. Application Settings

11.1. Hours Of Service Settings (HOS)

These settings allow drivers to change the hours of service calculations on the fly see Figure 11.1, “HOS Setting”. Currently trucklogger only supports USA 2005 Hours of Service rules, and Alaska 2005 Hours of Service rules. To change the hours of service rules follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "HOS" sub-screen.
2. Under the Hours Of Service selector, select the hours of service that the driver wishes to log by. Currently the options are "USA 2005" and "Alaska 2005".
3. Customize the individual setting of the selected hours of service rules such sections as "Hours Service Options", "Restart 24/34 Hr, and Passenger Carrying Vehicles", and "Recap Options".

Settings Apr 18, 2009

HOS Validation Print Display Data Entry Location

USA 2005 1

Hours Of Service Options 2

☐ 11 Hrs/14 Hrs. - 60 Hrs/7 Days

☒ 11 Hrs/14 Hrs. - 70 Hrs/8 Days

Restart 24/34 Hr, and Passenger Carrying Vehicles 3

☒ 395.3(c)(1) - Normal 34hr Restart

☐ 395.1(l)(m)(n) - 24hr Restart

☐ 395.1(o) - Short Haul Driver

☐ 395.1(d) - Oil Field Driver.

☐ 395.5 - Passenger Carrying Vehicle Driver

Recap Options 4

☒ Zero all on duty hours in recap after a 34 hour restart

Figure 11.1. HOS Setting

11.2. Validation Settings

These settings allow drivers to enable or disable which validation rules that they want applied to their daily log. Validation rules are what is used in trucklogger to determine whether or not a driver is in compliance.

Warning

Disabling the validation items could prevent trucklogger properly calculating a drivers hours of service properly so drivers are discouraged from disabling the validation items.

11.2.1. Enable/Disable log validation settings

To enable or disable certain log validation items follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Validation" sub-screen.
2. Under the "Hours Of Service Validation Settings" section for the validation items that the driver want enabled make sure the checkbox beside each item is checked. For items that the drivers want disabled they should make sure the checkbox is NOT checked see Figure 11.2, "Hours of Service Validation Setting".



Figure 11.2. Hours of Service Validation Setting

11.2.2. Enable/Disable City Name validation settings

When city name validation is enabled any place that a driver enters a city into a log entry the city textfield will become an auto-complete field where the value that the driver is typing is compared against a database of known, and valid city names. This helps prevent drivers from mis-spelling city names when filling out their logs. To enable or disable city name validation

follow the steps below.

Note

A separate city name database needs to be downloaded from the Internet before this validation will work. This download occurs automatically when this feature is enabled.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Validation" sub-screen.
2. Under the "City Name Validation Settings" make sure the checkbox labeled "Enable City Name Validation" is checked to enable city name validation. The checkbox should NOT be checked to disable this feature see Figure 11.3, "City Name Validation Setting".

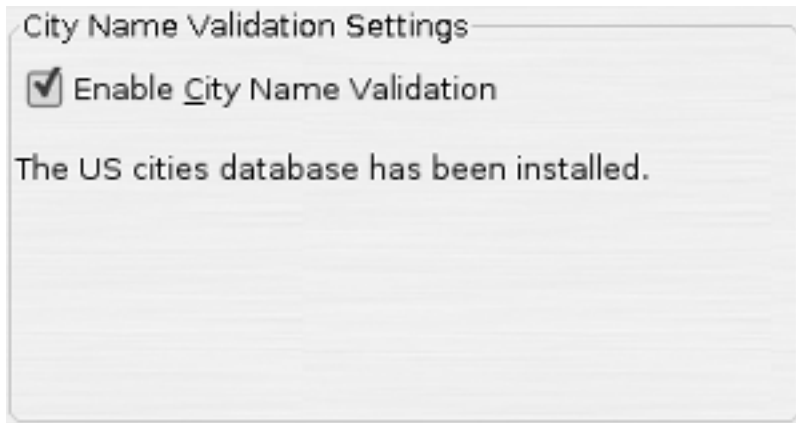


Figure 11.3. City Name Validation Setting

11.2.3. Changing Average Driving Speed settings

The average driving speed setting use to determine if the driver has encounter a speed violation, meaning the driver drove faster during the course of the log date than their average speed setting. This setting is used on both the Driver's Log screen, and the Map View Speed Track Overlay. Drivers should set this setting to the highest maximum legal speed that they are allowed to drive in their jurisdiction. To change the Average Speed Setting follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, the select the "Validation" sub-screen.
2. Under the "Average Driving Speed" section there will be a graphic that looks like a large speedometer. Just under the speedometer graphic is a small round knob. To change the driving speed drivers need to left click and hold their mouse button while moving their mouse to the left to lower the speed or to the right to increase the speed see Figure 11.4, "Average Speed Setting".

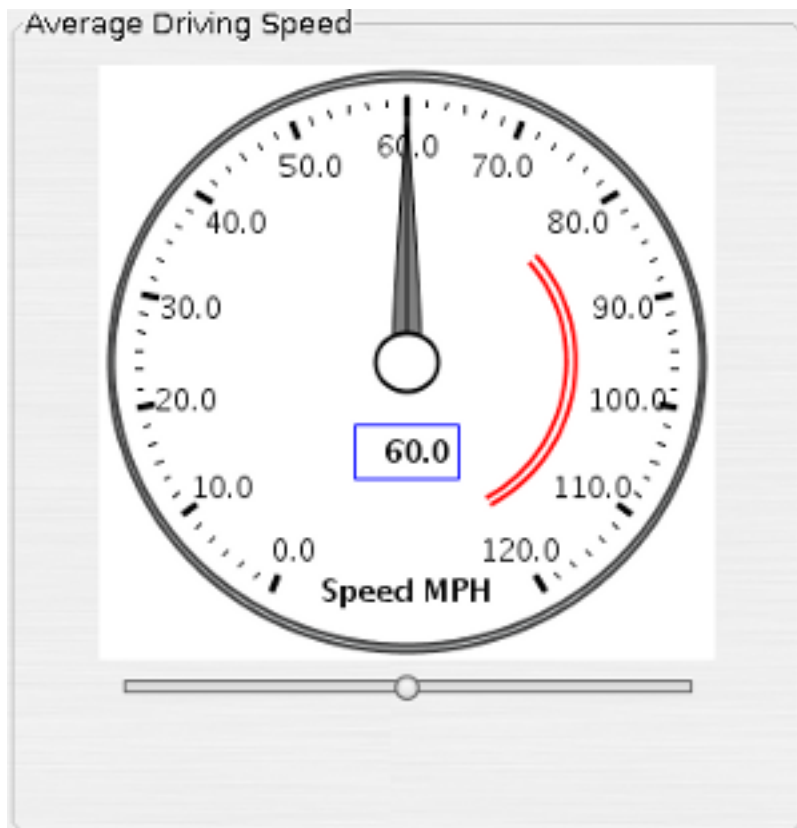


Figure 11.4. Average Speed Setting

11.3. Print Settings

The print settings allow drivers to customize the format for which the drivers logs are printed, emailed, or view via the Enforcement View see Figure 11.5, “Print Setting”. For a detailed description of each of the print settings that are available in trucklogger see Section 7.4, “Log Print Settings”.

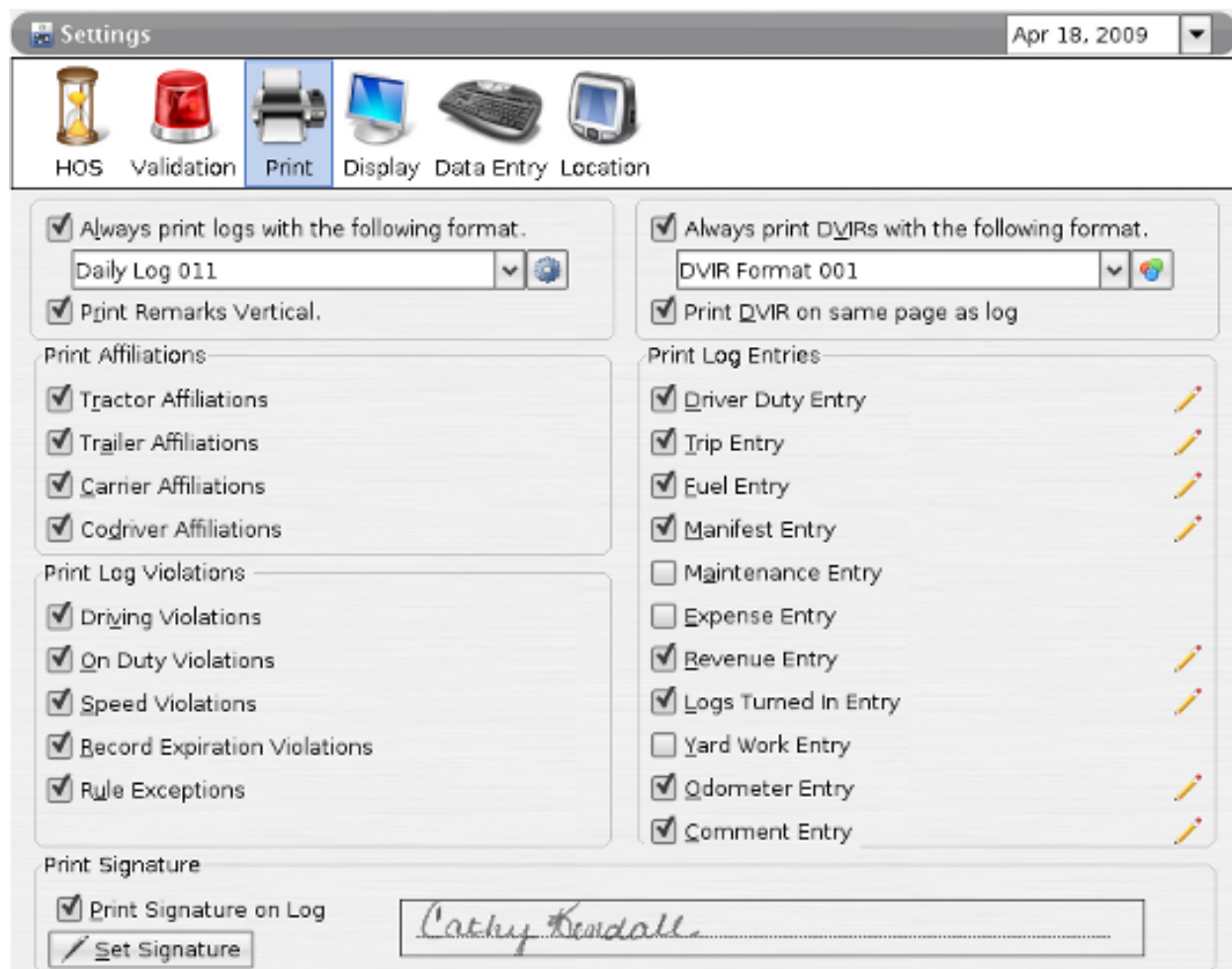


Figure 11.5. Print Setting

11.4. Display Settings

The display settings affect the way that certain information within the application is displayed and presented to the user. For more information on each of the individual display settings see the following sections.

11.4.1. Language Settings

This setting allows drivers to change the language that each of the labels is displayed in. Unfortunately trucklogger currently only supports the english language. If other languages are added in the future drivers would use this settings language box to change the language.

11.4.2. Time Zone Settings

According to FMCSA rules drivers need to log based upon the timezone of their home terminal. In most cases the default timezone of a drivers computer, will be the same timezone as their home terminal. However there may be certain instances where drivers have a computer that is configured to a timezone different than their home terminal and the timezone that trucklogger uses will need to be configured using this settings. To change the default timezone that trucklogger uses follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Time Zone Settings" section select the timezone of the home terminal that the driver is based out of see Figure 11.6, "Time Zone Setting".

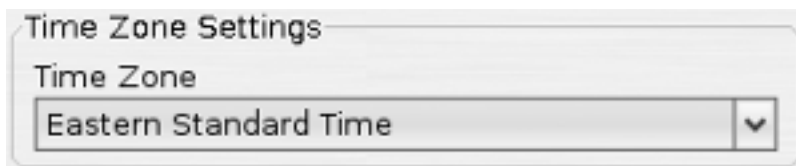


Figure 11.6. Time Zone Setting

11.4.3. Recap View Settings

The recap view settings determine how the "Recap View" on the Driver's Status screen is constructed. For more information see Section 4.4, "Viewing 7 or 8 day totals".

11.4.4. Vehicle Inspection Settings

This setting allows drivers to select between the driver vehicle inspection report that is displayed, a 12 point or a 50 point. For more information about this setting see Section 6.3, "Changing Vehicle Inspection Settings".

11.4.5. Real Time Logging Settings

This setting allows drivers to enable or disable real-time logging which is logging that is synchronized with the current time of day for the current date. This helps prevent drivers from creating log entries in the future. For more information on changing these settings see Section 5.5, "Real-Time Logging Settings".

11.4.6. Startup Screen Settings

The startup screen setting allows driver to select which screen the "Driver Status" or the "Driver Logs" screen that they want displayed when the application is first started. Several drivers have expressed a desire to have the application go straight to the driver's log screen on startup. Drivers

can now configure trucklogger to do this by following the steps below.

1. Make sure trucklogger is running with the Settings screen selected then, select "Display" sub-screen.
2. Under the "Startup Screen" section select the "Driver Logs" item from the startup screen box see Figure 11.7, "Startup Screen Settings". This will cause trucklogger to startup on the driver's log screen the next time trucklogger is started.

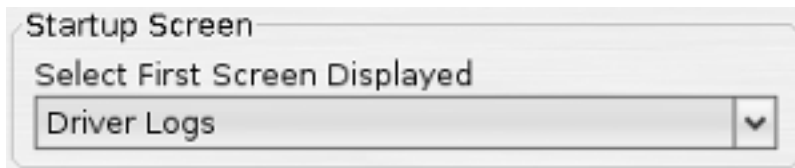


Figure 11.7. Startup Screen Settings

11.4.7. Delete Notification Settings

Delete notification ask driver's to verify whether or not they actually want to delete a log record. This feature helps prevent accidental deletion of data. Drivers can disable delete notifications by following the steps below.

1. Make sure that trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Delete Notification Settings" section uncheck the checkbox labeled "Enable Delete Notifications" see Figure 11.8, "Delete Notification Settings".

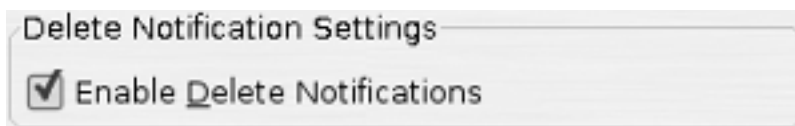


Figure 11.8. Delete Notification Settings

11.4.8. Update Notification Settings

Update notification are used to alert drivers of new minor updates to the trucklogger software. When a software update is detected and update notifications are enabled a dialog will appear notifying drivers that the update is available. To disable update notifications follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.

2. Under the "Update Notification Settings" section to disable update notification uncheck the checkbox labeled "Enable Update Notifications" see Figure 11.9, "Update Notification Settings".

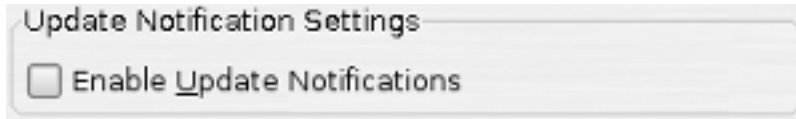


Figure 11.9. Update Notification Settings

11.4.9. Synchronization Notification Settings

Synchronization notification are used to alert drivers of changes to they online backup of logs that was made by another computer. This means that if the computer that the driver is running trucklogger on has an outdated copy of the logs database. A synchronization notification dialog will be displayed to notify the driver. To disable synchronization notifications follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, the select the "Display" sub-screen.
2. Under the Synchronization Notification Settings to disable synchronization notifications make sure the checkbox labeled "Enabled Synchronization Notifications" is NOT checked see Figure 11.10, "Synchronization Notification Settings".

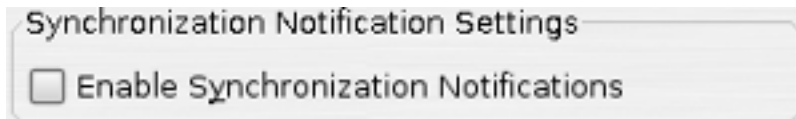


Figure 11.10. Synchronization Notification Settings

11.4.10. Unit Settings

Trucklogger provides a way to allow drivers to change the unit that are used on drivers logs. For example miles will be converted to kilometers, and gallons will be converted to liters. To change the units that are used within the program and printed on the drivers logs follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Unit Settings" section for standard US measurements select the "USA (Miles, Gallons)" option. For international metric measurements select the "Metric (Km, Liters)" option see Figure 11.11, "Unit Settings".



Figure 11.11. Unit Settings

11.4.11. Time Settings

Some drivers or motor carriers prefer that all of the time units displayed on a drivers log and in the application are in 24 Hr military time, instead of 12 Hr standard time. To change the time format settings follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Display" sub-screen.
2. Under the "Timer Settings" section select the option "Twelve Hour Time(a.m./p.m.)" for standard 12 hour time, or "Military Time 24 Hrs" for displaying time values in 24 hr military time see Figure 11.12, "Time Settings"

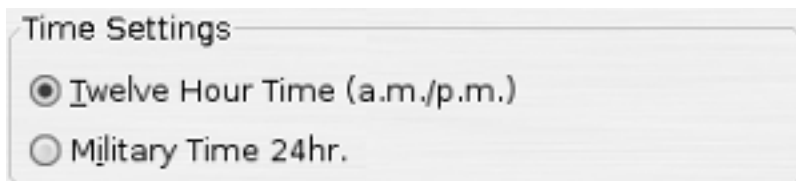


Figure 11.12. Time Settings

11.5. Data Entry Settings

11.5.1. Multiple Truck(s) Settings

Multiple truck settings allow drivers to log multiple tractor units on a daily log for more information see Section 5.1.1.1, "Enable Multiple Tractor Logging".

11.5.2. Odometer Number Settings

The Odometer Number settings allow driver to decide how they want to enter their odometer and distance readings for more information see Section 5.2.4.4, "Odometer Number Settings".

11.5.3. Single Entry Dialog Settings

The single entry dialog allows drivers to enter log entries of any type in a single dialog. For more information about this setting see Section 5.2.3.2, “Single Dialog Log Entry”.

11.5.4. Log Miles Calculation Settings

The distance calculation settings allow drivers to configure how they want their Driver and Vehicle distance calculation to be calculated. For more information about this setting see Section 5.1.8, “Calculating Driver and Vehicle Miles”.

11.5.5. Print Record Settings

Trucklogger by default will automatically keep track of when each days hours of service log was printed, and how many copies were printed. Some drivers expressed an interest in disabling this feature so this setting was created to support that request. To disable print record settings and delete existing print records follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Data Entry" sub-screen.
2. Under the "Print Record Settings" section to disable print records make sure the checkbox labeled "Create Print Records" is NOT checked see Figure 11.13, “Print Record Settings”.
3. To delete existing print records under the "Print Record Settings" sections and click the Delete Existing button see Figure 11.13, “Print Record Settings”.

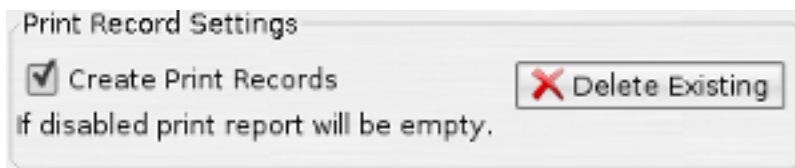


Figure 11.13. Print Record Settings

11.5.6. Delete Old Log Entry Settings

Trucklogger automatically save every log entry record that a driver creates. Some drivers expressed an interest in being able to delete older log entry records from their logs database. To delete old log records follow the steps below.

1. Make sure trucklogger is running with the Settings screen selected, then select the "Data Entry" sub-screen.

2. Under the "Delete Old Log Entry Settings" section to delete old log entries make sure the "Delete log entries that are older than" checkbox is checked.
3. Then select how old the log entries should be before being deleted (ex. 6 Months).
4. Click the Delete Now button to delete the old log entries.

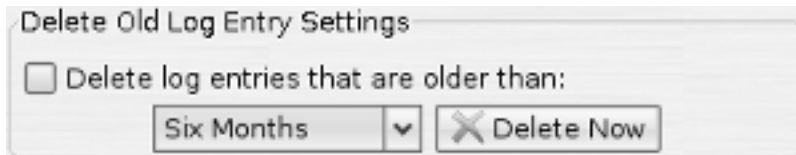


Figure 11.14. Delete Old Log Entry Settings

11.5.7. Auto Complete Settings

Trucklogger provides an extensive set of auto-complete and auto-fill settings to make completing the driver's log easier from day to day. For more information on changing the autocomplete settings see Section 5.7.5, "Changing Auto-Fill settings" and Section 5.7.6, "Changing Auto-Complete settings".

11.5.8. Log Entry Editor Settings

Trucklogger provides the ability for drivers to enable or disable certain log entry records in the drivers log. For more information about changing these settings see Section 5.2.4.2, "Disable Log Entries".

11.5.9. Duty Status Editing Settings

Trucklogger provides several modes for drivers to edit their duty status records. The duty status editing settings allows drivers to select which mode they wish to use when editing duty status records in trucklogger. For more information on these settings see Section 5.6, "Duty Status Editor Dialog Appears By Settings" and Section 5.2.1.1, "Enable duty status editing above log graph"

11.6. Location Settings

The location settings are where drivers can change the way that the GPS device is configured and used, as well as what information is displayed on the geographical map.

11.6.1. GPS Device Settings

More information about the GPS device settings can be found in Section 9.2, “Configuring a GPS device” and Section 5.4, “GPS Duty Status Settings”.

11.6.2. Map Settings

More information about each of the Map Settings can be found in Section 9.3, “Enabling/Disabling Map Overlays”.

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